

**2015 EVERY BUILDING
CONFERENCE & EXPO**

Presented by BOMA International and BUILDINGS

LOS ANGELES CONVENTION CENTER
June 28-30, 2015 • Los Angeles, CA

Commercial Real Estate—Inside & Out



Dear Exhibitor,

Thank you for participating in BOMA International's Annual Conference & Expo! This manual provides all of the information you will need to prepare your exhibit booth and maximize your presence at this year's conference. **Please forward the link to this manual to the person responsible for planning your exhibit.**

- Please pay particular attention to deadlines since many services offer reduced early-bird rates. I recommend that you take a moment to review the **Exhibitor Deadline Checklist** page and update your calendar to reflect the various deadlines.
- Please be sure you understand the **Expo Rules and Regulations**. BOMA International adheres to IAEE's *Guidelines for Display Rules and Regulations* in order to create consistent and fair exhibiting standards. **If your display does not comply or if it violates local fire safety standards, you will be asked to alter it onsite.**
- Finally, please thoroughly review the **Cost Savings Tips** which provide helpful information to help keep your costs down.

I am here to help, so if you have any questions regarding the material in this manual, or regarding the exposition in general, please feel free to contact me. I am looking forward to working with you on a successful event!

Sincerely,

A handwritten signature in dark ink, appearing to read "M. Kutner". The signature is fluid and cursive, with a large, stylized "M" and a long, sweeping underline.

Megan Kutner, CMP, CEM

Show Manager

BOMA International's Annual Conference & Expo

Tel: 703-330-3282

Email: mkutner@showmgmt.com

COST SAVINGS TIPS

We are sensitive to the costs you incur when you exhibit, and we work very hard to negotiate the best possible costs for you and your company. There are, however, many easy steps you can take to keep costs down. Here are some tips!

- **Don't Miss Deadlines!** Take advantage of the discount pricing and order services by the discount deadlines listed on the Exhibitor Deadline Checklist in this manual. **Some rates can increase drastically after the discount deadline passes!**
- **Beware of Solicitations from Unofficial Vendors.** Some organizations that are not affiliated with BOMA International, *BUILDINGS*, or the Every Building Expo have targeted our exhibitors for the purpose of selling services related to exhibiting, such as directory listings, A/V equipment rental, or hotel reservations. Please be advised that BOMA International has secured official contractors (included in this manual) for all services you may require and ask that you treat solicitations from non-official vendors with appropriate caution.
- **Review the Display Rules and Regulations.** Ensuring your display and exhibit plans are in compliance with all rules and regulations can protect you from costly last-minute changes on-site.
- **Avoid Unnecessary Labor Charges.** Read the Rules & Regulations in the Brede Services section of this manual so you know the Labor Guidelines.
- **Set Your Booth On Time.** Please note that exhibits must be set by 5:00 pm on Saturday, June 28. Neglecting to set your booth on time could result in expensive labor charges. Review the complete show schedule in General Information section.
- **Avoid Rush Charges.** When possible ship all materials to the warehouse using the official carriers to arrive no later than June 12. We advise against using overnight delivery services for exhibit freight. Such carriers have a number of deliveries to make in a scheduled time and weekends are particularly difficult. When they see a line at the dock, they leave to make their next delivery and then come back later. They consider each visit to the line a "delivery attempt" even if they don't wait in the line.
- **Send Materials in One Shipment.** Multiple shipments mean multiple drayage charges!
- **Consider a Booth Rental.** Consider a rental exhibit through Brede instead of using an exhibit house. This eliminates shipping and drayage costs which can lead to significant charges. See the Brede Services section of this manual for rental options.
- **Order All Services Carefully.** Determine your exact needs and place your orders before the discount deadlines. There is significant cost savings if you place your orders early! Be as detailed as possible when ordering your services and provide layouts of the exact location of your electrical and telecommunications drops and distribution. Delays caused by unclear diagrams can be a waste of time and money.
- **Review Your Invoices Carefully.** Don't forget to check for mistakes prior to the close of the show.
- **Communicate with Show Management.** We are here to assist you with any questions you may have!

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DEADLINE INFORMATION & CHECKLIST

The deadline checklist has been created to help reduce confusion regarding due dates. Please use these pages as a reminder to yourself to place your orders and send in your forms. Be sure to retain a copy of each form for your records.

We recommend that all services be ordered in advance. **The dates on the deadline checklist are the absolute latest the forms can be received to be considered an advance order and receive the appropriate discounts or to avoid penalties.**

<u>Deadline</u>	<u>Action Item</u>	<u>Complete</u>
April 30, 2015	Finalize your 2015 Directory and Show Guide Listing and Product Category Listings	
April 30, 2015	Submit Final Hotel Rooming List (Exhibitors with Room Blocks)	
May 6, 2015	Lead Retrieval Order Form (CompuLead) Early Bird Deadline	
May 11 – June 12, 2015	Advance Shipments May Arrive at the Warehouse	
May 22, 2015	Lead Retrieval Order Form (CompuLead) Advance Deadline	
May 26, 2015	Deadline to Reserve Hotel Rooms at the Discounted Rate (or until the BOMA room block is sold out, whichever occurs first)	
May 28, 2015	Written Notification of Intent to Use Non-Official I&D Contractor	
June 5, 2015	Submit copy of Certificate of Insurance to mkutner@showmgmt.com	
June 5, 2015	Brede Services Forms Due including:	
	Carpet, Table & Drape, Booth Furnishings Order Forms	
	Estimated Material Handling Order Form	
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June 5, 2015	Electrical/Utility Order Forms (TSE)	
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June 12, 2015	Advance Shipments must arrive at the Warehouse	
June 15, 2015	Audio Visual and Computer Rental Order Form (CCR Solutions)	
June 15, 2015	Registration Deadline - Complimentary Conference Registrations and Exhibitor Booth Personnel Registrations Due	
June 15, 2015	Security Services Order Form (AlliedBarton)	
June 26, 2015	Direct Shipments may begin to arrive at the Convention Center	
June 27, 2015	Booth set-up complete: Aisles must be cleared, empty crates tagged by 5:00 pm	

GENERAL INFORMATION

Please direct any questions you have concerning policies, rules and display regulations for the Every Building Expo to:

Megan Kutner, Show Manager

703-330-3282



Please visit www.BOMAConference.org/ExhibitorResourceCenter for detailed information about the show, suppliers, upcoming deadlines, and more.

For questions about shipping, storage, labor, utilities, furniture, floor coverings, special decorations, A/V, flowers, photography, etc., contact the appropriate contractor.

LOCATION

Los Angeles Convention Center
1201 South Figueroa Street
Los Angeles, CA 90015
Contact: Denise Bell
Phone: (213) 765-4652
Email: drbell@lacclink.com

SHOW HOURS

MOVE-IN HOURS

Friday, June 26
Saturday, June 27

8:00 am – 5:00 pm

8:00 am – 5:00 pm

All deliveries must arrive, all displays must be set and all empties tagged for storage by 5:00 pm

Sunday, June 28

8:00 am – 11:00 am

Pop-up displays and products set ONLY!

All Exhibits must be set by 5:00 pm on Saturday, June 28.

Show Management reserves the right to order labor and set any booth that is not complete by 5:00 pm on Saturday, June 27. The exhibiting company will be responsible for all costs incurred.

Exhibit Schedule

Sunday, June 28	3:00 pm – 6:00 pm	Grand Opening Celebration
Monday, June 29	10:30 am – 2:00 pm	with Buffet Lunch
Tuesday, June 30	10:30 am – 2:00 pm	with Buffet Lunch

Move Out

Tuesday, June 30	2:00 pm – 10:00 pm
Wednesday, July 1	8:00 am - Noon

SALES OFFICE

The Sales Office will be located on the tradeshow floor and will be open during the following hours:

Friday, June 26	9:00 am – 5:00 pm
Saturday, June 27	8:00 am – 5:00 pm
Sunday, June 28	8:00 am – 6:00 pm
Monday, June 29	8:00 am – 5:00 pm
Tuesday, June 30	9:30 am – 3:00 pm

Show Management contacts to assist you on-site are:

Vicki Cummins, Kathy Hoshko, Megan Kutner, Brad Lewis and Jerry Lewis

EXHIBITOR REGISTRATION HOURS

The Exhibitor Registration desk at the Los Angeles Convention Center will be open during the following hours:

Friday, June 26	Noon – 5:00 pm
Saturday, June 27	7:30 am – 6:00 pm
Sunday, June 28	7:00 am – 6:00 pm
Monday, June 29	7:30 am – 4:30 pm
Tuesday, June 30	8:00 am – 2:30 pm

The Every Building Expo will issue wrist bands for access into the exhibit hall for **booth set-up personnel** on Friday, June 26 and Saturday, June 27. Those who will require access to the exhibit hall starting on Sunday, June 28 will need to obtain an official **Exhibitor Booth Personnel** badge. Exhibitor Booth personnel badges will be available starting at Noon on Friday, June 26.

EXHIBITOR REGISTRATION TYPES & PROCEDURES

ONLINE EXHIBITOR REGISTRATION IS NOW OPEN

You should have already received an e-mail notification from “*BOMA International* <BOMA@compusystems.com>” which included your login and password information.



To log in, your USERNAME is the first 7 letters of your company name with no spaces. The system will not accept your full company name. Your password is the same one used to access your online booth profile.

You can also access the registration system at www.EveryBuildingConference.org/ExhibitorResourceCenter and click on “Register Your Booth Personnel.” If you need assistance, please email support@showmgmt.com.

The deadline to register booth personnel is **June 15, 2015**. After that, changes and additions must be made on-site.

There are two types of registration for exhibitors:

1. **Complimentary Full Conference Registrations** – Each exhibiting company receives two (2) Complimentary Full Conference Registrations per 100 sq. feet of booth space rented. These registrations include tickets for the following: Sunday Regional Breakfasts, Sunday and Monday General Sessions; a drink ticket for the Sunday Grand Opening Celebration at the Every Building Expo, and ticket to the Opening Party hosted by BOMA Greater Los Angeles.

Exhibitors with this type of registration may also attend all business meetings on Saturday (except closed meetings - indicated in the program guide) and education sessions from Sunday through Tuesday. **Additional Full Conference Registrations may be purchased if required*

2. **Booth Personnel** – Any additional booth staff should be registered as Exhibitor Booth Personnel, including all set-up and dismantle staff that will be staffing the booth during show hours. The Sunday Grand Opening Celebration is held on the tradeshow floor during official exhibit hours.

Booth personnel **do not** receive tickets for the following: Sunday & Monday General Sessions, a drink ticket for the Sunday Grand Opening Celebration at the Every Building Expo, or ticket to the Opening Party hosted by BOMA Greater Los Angeles. They may attend all business meetings (except closed meetings - indicated in the program guide) and (space permitting) education sessions Sunday through Tuesday as well as the General Sessions on Sunday and Monday.

Tickets for lunch in the Every Building Expo – Monday & Tuesday on the show floor

Each exhibiting company receives two (2) complimentary lunch tickets per day per 100 square feet of exhibit space rented for the Monday and Tuesday lunches on the show floor. The maximum number of complimentary lunch tickets per exhibiting company per day is six (6).

 **All lunch tickets will be assigned to the Team Leader to distribute to the appropriate staff – the Team Leader must be assigned first and be able to pick up his/her registration packet by Sunday, June 28.**

Additional lunch tickets may be purchased a la carte through Exhibitor Registration online or on-site. Any purchased full conference registrations will include one (1) set of lunch tickets for Monday & Tuesday.

Tickets for Tuesday's TOBY Awards Reception and Banquet are **NOT** included in **ANY** registrations. The tickets for Tuesday's TOBY Awards Reception and Banquet may be purchased a la carte in advance or on-site (based upon availability) at BOMA Registration desk at the Los Angeles Convention Center.

All exhibitor badges along with applicable tickets will be available for pick-up at BOMA Registration desk at the Los Angeles Convention Center.

GRAND OPENING CELEBRATION

This event will take place during the Expo hours on Sunday, June 28 from 3:00 pm – 6:00 pm. All exhibitor personnel are encouraged to attend. **Please note: there must be a few people (at least one person for a 10x10 booth) to man the booth during the exhibit hours.** Additional tickets are NOT required for entry. **If you would like to become a sponsor of the Grand Opening Celebration, please contact Vicki Cummins at vcummins@showmngmt.com.**

EXHIBITOR ORIENTATION

Make plans to attend the Exhibitor Orientation: Everything You Need to Know to Have a Successful Show. This session is not just for new exhibitors. Exhibitor orientation will feature sales strategies, ideas and tips so you can make the most of your time at the Every Building Expo. Make plans to attend this event on Sunday, June 28 at 11 am.

NAM EXHIBITOR EDUCATION PROGRAM

You will not want to miss this invaluable session put on by BOMA International's National Associate Member (NAM) committee. The session will be held on Monday, June 29 at 2:30pm.

EXHIBITOR FORUM

The Exhibitor Forum is your opportunity to meet with BOMA and show management staff and provide your feedback. The Exhibitor Forum will be held at on Tuesday, June 30 at 9:30am in the Sales Office in the Exhibit Hall. Continental Breakfast will be provided.

CONFERENCE DIRECTORY LISTING INSTRUCTIONS

Visit www.BOMAConference.org to configure your complimentary online virtual exhibit booth for the Every Building Expo. You need to enter your 50-word company description (print profile) for listing in the *2015 Directory and Show Guide* as well as an online profile which is only visible online. We provide the two kinds of descriptions because the online profile can accept many more characters than the directory since space is less of an issue online. If you want, both listings can be identical as long as they meet the print profile character limitation. The information listed in the directory for your company will include company name, booth number, mailing address, phone, fax, website and 50-word description (print profile). Your online profile, press releases, products, show specials and brands are only used online and are not included in the directory. If you are a sponsor, your logo is included in your online virtual booth but not in the printed directory.

Your company information must be entered by April 30, 2015 in order to be included in the Directory! Follow these easy steps to access your online booth:

1. Go to the BOMA conference web site at www.BOMAConference.org
2. Hover over "Why Exhibit?"
3. Click "Exhibitor Login" from the drop down menu.
4. Enter the password for your company. If you do not know your password, contact support@showmngmt.com.
5. Click on "Edit Booth Info" and complete the information requested. Be sure to click "Save" when you are finished or else the system will not retain the information you entered.

LIABILITY AND INSURANCE REQUIREMENTS

Exhibitors are required to carry General Liability insurance with limits of at least \$1,000,000 per occurrence, \$2,000,000 aggregate. BOMA International, the Office Building Show LLC, the Los Angeles Convention Center, Show Management Solutions, Inc. and Brede National Exposition Services shall be named as Additional Insured. This insurance must be in force during the lease dates of the event, June 24 - July 1, 2015.

Show Management and all organizations and individuals who are employed or associated with it in connection with the show will not be responsible for injury or damage that may occur to an exhibitor or his/her employees or agents, nor to the safety of any exhibit or other property, against robbery, fire, accident or any other destructive causes. Please review the space contract for details.

To purchase General Liability Insurance, please use the link to the customized application below:

<http://m2lnk.com/everybldg>

By using the above Link, all of the Description of Operations, Event dates and detail, plus Additional Insured's will fill in accurately per your event's requirements. If you do not use the Master Link, you will need the addresses of each additional insured organization below.

BOMA International

1101 15th Street, NW, Suite 800, Washington, DC 20005

Office Building Show, LLC

P.O. Box 79745, Baltimore, MD 21279

Los Angeles Convention Center

1201 South Figueroa Street, Los Angeles, CA 90015

Show Management Solutions, Inc.

12510 Prosperity Drive, Suite 304, Silver Spring, MD 20904

Brede National Exposition Services

6801 Mid Cities Avenue
Beltsville, MD 20705

EXHIBITOR SERVICE CENTER

The on-site Exhibitor Service Center will have representatives available from our official service providers including Brede National Exposition Services and the Los Angeles Convention Center to assist you with your needs. They will be located in the exhibit hall and will be open during set-up, dismantle and show hours.

SECURITY

We do our best to provide a secure environment for exhibitors. Uniformed guards are stationed at entrances and exits 24 hours a day and patrol the floor during non-show hours. Every reasonable effort is made to prevent losses. **The final responsibility, however, lies with the exhibitor.** BOMA International, the Office Building Show LLC, the Los Angeles Convention Center, Show Management Solutions, Inc, Brede National Exposition Services and all organizations and individuals who are employed or associated with these organizations in connection with the exposition will not be responsible for injury that may occur to an exhibitor, his employees or agents, nor the safety of an exhibit or other property against theft, fire, accident, or any other destructive causes.

Should you require additional security services, information is included in the Ancillary Services section of this manual.

UNLOADING AND MATERIAL HANDLING FEES

Exhibitors will not be permitted to access the loading dock to unload freight. An exhibitor may only move in material that can be hand-carried by one person in one trip.



Exhibitors who make arrangements with a commercial or contracted carrier to deliver materials to the loading docks will be subject to “Direct Shipping” drayage charges because the loading dock is under union jurisdiction. Direct Shipping Drayage Charges are as follows: \$83/cwt (per hundred pounds) for crated materials. There is a 200 lb minimum per shipment.

This service includes: receiving and unloading at the show site dock, delivery to booth, handling of empty containers, removal of freight from the booth at the close of the show, and loading on to designated carriers.

PARKING

For those exhibitors who have materials that may be hand carried, there are parking garages and lots available at the Los Angeles Convention Center. Exhibitors will not be permitted to unload in front of the Convention Center. The Every Building Expo will be in West Halls A-C so please note the closest garages and lots on the [Parking Map](#).

For driving directions and information about the local area please visit the [Los Angeles Convention Center website](#).

SHIPPING RECOMMENDATIONS



We strongly recommend that exhibitors ship booth materials via one of the recommended carriers listed in this manual.

The best way to send your materials is advance shipping to the warehouse. This puts your freight in our control from the moment it leaves your hands, and we can make sure that your freight is placed in your booth and waiting for you at the Los Angeles Convention Center before you arrive.

Shipping direct to the warehouse with our recommended carrier is the simplest option for the following reasons:

1. Our recommended carrier will make sure your freight is properly packaged for minimum drayage charges.
2. Our recommended carrier will work with you to combine your freight into one shipment. (Remember, multiple shipments mean multiple drayage charges.)
3. Your freight will be in your booth space before you arrive at the center.
4. Empty boxes will be stored for you during the show and returned to you at the close of the show.



We do not recommend using overnight delivery services for exhibit freight.

We have had many problems with overnight shipments in the past. Frequently exhibitors will overnight a package to the Expo for Saturday delivery and arrive at the Convention Center on Sunday only to find that their shipment has not been received. There is no way for show management to guarantee the arrival of your booth if you decide to ship via this route because:

1. We do not know to expect your freight.
2. Overnight carriers do not consistently deliver to convention centers.

The deliveries are inconsistent because the drivers do not wait until a truck bay opens at the loading dock. The drivers have a set number of deliveries to make in a scheduled time. When they see a line at the dock, they leave to make their next delivery, hoping that the next time they come back there won't be a line. They consider each visit to the line a "delivery attempt" even if they don't wait in the line.

Unfortunately, every year we have an exhibitor who has to exhibit the first day of the show without a display because their booth hasn't arrived – we do not want this to happen to you!

If you do have to ship anything last minute or are planning on a Sunday delivery, make sure that it is not crucial to your exhibit display, and ship it overnight it to yourself at the hotel where you will be staying. (Check with the hotel for specific instructions.) You will have to hand carry the materials to the exhibit hall yourself, but at least you will have the assurance that your materials have arrived.

If you have any questions about shipping, please contact Jan Alexander (Brede) at 301-937-8600 x35.

OFFICIAL CONTRACTORS

Advertising

Advertising in the official *2015 Directory and Show Guide*, the *BOMA Magazine*, or the *TOBY Awards Program Guide*

Stamats Business Media

Contact: Paul Hagen

Phone: 866-965-4205

Email: paul.hagen@stamats.com

Audio Visual and Computer Rentals

CCR Solutions, Inc.

100A Belfield Rd.

Toronto, ON M9W 1G1

Contact: Janine Carter

Phone: 416-675-2480, Ext. 249

Email: janinec@ccrsolutions.com

Business Center

Image Quest Plus

Los Angeles Convention Center

1201 South Figueroa Street

Los Angeles, CA 90015

Phone: 213-765-4210

www.iqcopyprint.com

Catering

Levy Restaurants/Taste of LA

Contact: Taneisha Carr

Los Angeles Convention Center

1201 South Figueroa Street

Los Angeles, CA 90015

Phone: 213-765-4488

Fax: 213-765-4476

Email: tcarr@levyrestaurants.com

Decorator

Brede National Exposition Services

6801 Mid Cities Avenue

Beltsville, MD 20705

Contact: Jan Alexander

Phone: 301-937-8600, Ext. 35

Fax: 301-937-2952

Email: jalexander@brede.com

Electrical/Plumbing Services

TSE, Trade Show Electrical

7000 Lindell Rd.

Las Vegas, NV 89118

Phone: 800-475-2098

Fax: 866-329-1437

<http://tradeshowelectrical.com/BOMA2015>

Florist

Short Term Plant Rental

448 Terraine Avenue

Long Beach, CA 90814

Contact: Tim Woodson

Phone: 562-484-7777

Fax: 562-498-3800

E-mail: tim@shorttermplantrental.com

www.shorttermplantrental.com

Insurance

www.VendorInsureNow.com

Contact: Kelli Roelfs

Phone: 877-520-8363

Fax: 214-383-3279

Email: Kelli@M2InsuranceServices.com

Online: www.ExhibitorInsureNow.com

Network and Telecommunication Services

SmartCity @ Los Angeles Convention Center

1201 South Figueroa Street

Los Angeles, CA 90015

Contact: Henry de la Rosa

Phone: 213-300-8466

Email: hdelarosa@smartcity.com

Online: www.smartcitynetworks.com

Photographer

Roberts Photography

P.O. Box 28205

San Diego, CA 92198

Contact: Jerry Roberts

Phone: 858-748-5516

Email: robertsphotography@cox.net

Sales Lead Collection Systems

CompuSystems Lead Management

P.O. Box 6271

Broadview, IL 60155

Phone: 866-600-5323 or

708-786-5565

Fax: 708-344-4444

Online: www.compusystems.com/order

Security

AlliedBarton Security Services

Contact: Corey English

Phone: 213-500-2715

Email: Corey.English@AlliedBarton.com

To make sure you are using BOMA's Official Contractors,
look for this logo.

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CONFERENCE & EXPO**

Presented by BOMA International and BUILDINGS

**LOS ANGELES CONVENTION CENTER
June 28-30, 2015 • Los Angeles, CA
Commercial Real Estate—Inside & Out**

BOMA
International

BUILDINGS

OFFICIAL CONTRACTOR

2015 EVERY BUILDING EXPO FLOORPLAN

www.BOMAConference.org/Floorplan

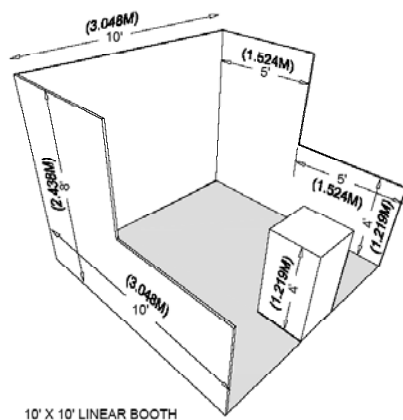
RULES AND REGULATIONS

Please read the following rules very carefully. These rules are essential to an orderly, fair and safe show. All exhibitors are expected to adhere to the Rules and Regulations of the Los Angeles Convention Center and the National Fire Protection Association's Fire Code as well as comply with the requirements of the Los Angeles Police and Fire departments or any other municipal authorities.

DISPLAY RULES

ALL DISPLAY RULES WILL BE STRICTLY ENFORCED.

Show Management rules regarding the physical structure and appearance of exhibits are designed to ensure safety and fairness to all exhibitors. Exhibitors are not permitted to dismantle their exhibits until the close of the show. Any exhibitor who begins to dismantle or pack part of his or her exhibit before the close of the show may be denied participation in any future shows. All exhibits must be free-standing and self-supporting. Linear configurations may not be designed to obstruct the view of nearby booths or to block exits or doorways.



Standard Booth

The maximum height is 8 feet. This 8 foot height may be maintained on the sidewalls of your booth from the rear of your booth up to a distance of 5 feet from the aisle. The remaining length of the sidewall may be no higher than 4 feet.

Perimeter Wall Booth

The maximum height is 12 feet. This 12 foot height may be maintained on the sidewalls of your booth from the rear of your booth up to a distance of 5 feet from the aisle. The remaining length of the sidewall may be no higher than 4 feet.

Island Booth

Maximum height is 20 feet in all areas of booth.

CARPETING

CARPETING OR SOME TYPE OF FLOOR COVERING IS REQUIRED FOR ALL EXHIBIT BOOTHS.

- Booths in the Green Pavilion include green carpeting.
- Booths in the Technology Pavilion include speckled (black & grey) carpeting.

All exhibitors must either provide their own carpeting or floor covering or order it from Brede. See the Brede Services section of this manual to place an order.

HANGING SIGNS

Hanging signs are permitted in island booths only. The maximum height for the top of the sign is 20 feet from the building floor. The bottom of the sign in all island booths must be a minimum of 10 feet from the building floor. All hanging signs must be pre-approved. All rigging must be done by Brede. **No corporate identification can be visible above the height limitations stated in each booth diagram.**

WORK RULES - GENERAL INFORMATION

All necessary labor is available to the exhibitor on advance order by using the forms provided in this manual. Labor is also provided at the Exhibitor Service Center during installation, show hours and dismantling. See the "Brede Services" section of this manual for further information.

AMERICANS WITH DISABILITIES ACT

Exhibitors acknowledge their responsibilities under the Americans with Disabilities Act (ADA) to make their booth accessible to handicapped persons. Exhibitor shall also indemnify and hold harmless Office Building Show LLC, BOMA International and Show Management Solutions, Inc. against cost, expense, liability or damage which may be incident to, arise out of or be caused by Exhibitor's failure to have their booth comply with requirements under the Act.

AFFIXING OF DECORATIVE MATERIALS

Nothing may be taped, nailed, stapled, tacked or otherwise affixed to ceilings, walls, painted surfaces, fire sprinklers, columns or windows. Damages resulting from the improper use of these materials will be charged directly to show management

ANIMALS

With the exception of guide, signal or service animals, animals are not allowed in the facility.

CATERING

Exhibitors are encouraged to distribute food and beverages from their booths during show hours; however, all food and beverages must be ordered from Los Angeles Convention Center. Please use the order form found in the "Convention Center Services" section of this manual. Sample sized items are permitted with prior approval.

 **Please contact Taneisha Carr at 213-765-4488 or tcarr@levyrestaurants.com if you are planning to bring in ANY external F&B items (even sample sized items or specialty/custom-made items). Corkage fees may apply.**

CHILD ADMISSION POLICY

For safety reasons, no children under the age of 16 are permitted on the tradeshow floor during move-in and move-out hours and at all other times the show is not open. During show hours only, children ages 6-15 years of age are permitted in the exhibit hall and must be accompanied by an adult at all times. Children must also wear a conference badge. Children under the age of 6 are not permitted on the show floor at any time.

EXHIBITOR CODE OF CONDUCT – BE A GOOD NEIGHBOR

- Please do not attempt to sell your products to other exhibitors at their booths. **All sales activities must be confined to the boundaries of your booth**, as stated in the exhibit space contract. Companies who do not comply with this regulation will be asked to leave the show immediately. Exhibitors are asked to report any violations they may observe to show management.
- Exhibitors are prohibited from organizing any off-site activities for attendees during official conference hours. Sunday, June 28 after 10:00 pm and Monday, June 29 after 5:00 pm are open for exhibitor hospitality.
- Please do not enter the raffles, drawings and other prize contests held at another exhibitor or competitor's booth or those held at the Every Building Expo prize stage. These prizes are intended for attendees only.
- Please do not attend (or crash) any hospitality parties hosted by a competitor.
- Literature samples and surveys must be disbursed from within your booth area only. This includes magazines and other publications.
- Sound – Your cooperation in keeping sound levels of all A/V presentations down so that they are not audible more than three (3) feet into the aisles or into adjacent booths is required. Most importantly, the dispersion of the speaker must be entirely directed at the carpet or other non-reflecting surfaces.

FIRE REGULATIONS

General fire safety requirements apply to all shows. For specific information, refer to the National Fire Protection Association's Fire Code and the Los Angeles County Fire Code. Show management, exhibitors, service contractors and other involved parties must comply with all federal, state and local fire and building codes which apply to "Places of Assembly."

Listed below are some of the guidelines associated with the above referenced code:

- Exit doors must remain unlocked and unobstructed at all times.
- Compressed, flammable gases are prohibited inside the building.
- Non-flammable compressed gases (e.g., helium, nitrogen) are prohibited inside the building during events.
- Flammable or combustible liquids (pool chemicals, pesticides, herbicides, poison, radioactive materials, etc.) are prohibited inside the building.
- Hazardous chemicals and materials (gasoline, kerosene, propane, cleaning solvents, and other petroleum-based materials) are prohibited inside the building.
- Explosives and blasting agents are prohibited inside the building.
- Combustible materials within exhibit booths shall be limited to a one-day supply.
- Combustible waste is to be collected as it accumulates and stored in non-combustible, covered containers in a designated area outside the building and properly disposed of daily.
- Exhibitors shall not use Smoke or Fog machines.
- Fire hose cabinets, portable fire extinguishers, fire alarm pull-stations, and Fire Department connections shall not be obstructed or obscured from view.
- All fuel-powered vehicles (forklifts, cranes, etc.) not on display must be removed from the building prior to show opening.
- All forklifts must be equipped with a fire extinguisher.
- No combustible materials, merchandise, or signs may be attached, hung, or draped over flame-retardant divider draperies.
- Open flame devices are prohibited. Cooking and/or warming devices must comply with the convention center's Exhibitor Cooking Guidelines.
- Sprinklers shall protect single-level covered areas over 300-sq. ft. and multi-level exhibit booths or an approved fire watch shall be provided.
- **Covered area (including tents) over 100 sq. ft shall require a permit from the Fire Marshal and shall have a battery operated smoke detector installed.**

FLAMMABLE AND TOXIC MATERIALS

It is the exhibitor's responsibility to ensure safe exhibit booth construction. Drapes, signs, banners, decorating materials, plastic cloth and similar materials must be flame retardant or fabricated from inherently fireproof materials.



The exhibitor should have a certificate of flame retardant available for review by the Los Angeles Fire Department. The LAFD officer may at his or her sole discretion perform a flame test of exhibit materials. **The use of any material that cannot be made flame retardant is prohibited.** Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

HELIUM BALLOONS

Helium balloons may not be distributed or sold inside the facility. **If an exhibitor releases helium balloons within the facility for any reason, labor costs associated with the removal of the balloons will be charged to the exhibitor at the prevailing rate.** Additionally, helium balloons may not be released into the outside environment from the premises of the Convention Center.

LIGHTING

Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

- No lighting, fixtures, lighting trusses or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to show management for approval.
- Only U.L. approved clamp-on types of portable spotlights, with porcelain base and metal guards, are allowed. Clip-on types are not allowed.
- Lighting should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or show aisles.
- Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and must be pre-approved in writing by show management.
- Lighting that spins, rotates, pulsates and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.

MUSIC LICENSING AND SOUND

Exhibitors using music in their booth, either live or mechanical, must provide show management with a copy of Exhibitor's licensing agreement with ASCAP, BMI or other such licensing organization. Further, should Exhibitor play music, Exhibitor agrees to indemnify and hold BOMA International, the Office Building Show LLC, the Los Angeles Convention Center, Show Management Solutions, Inc. and Brede National Exposition Services harmless from any action brought against Office Building Show LLC, BOMA International, Show Management Solutions, Inc., ASCAP, BMI or other such licensing organization for the playing of such music.

Exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Sound and noise should not exceed 85 decibels.

NON-SMOKING POLICY

The Convention Center is a nonsmoking facility. There are designated areas outside the building where smoking is permitted.

PAGING OR ANNOUNCEMENTS

With the exception of announcements by show management, no paging or public announcements are permitted in the Exhibit Hall.

PHOTOGRAPHY

Photography and/or recording of any kind, other than by BOMA's official photographers, is prohibited in the exhibit hall at all times, including during setup and dismantling. Before an exhibitor's products and/or exhibit may be photographed and/or recorded, permission must be granted by that exhibitor. BOMA International and its agents reserve the right to photograph and/or record exhibitors in the Los Angeles Convention Center and to use such likenesses for future promotional purposes. You can make arrangements to have photos taken by the official show photographer by using the form located in the Ancillary Services section of this manual.

SOLICITING

Any person who is observed to be soliciting business in the aisles or other public spaces, in another company's booth, or in violation of any portion of the Expo Rules and Regulations will be asked to leave immediately. Additional penalties may be applied.

HOTEL INFORMATION

Housing for BOMA International should be booked through ConferenceDirect. Any other company claiming to be working or partnering with BOMA to assist with housing is misrepresenting themselves.

NEW THIS YEAR: Only exhibiting companies who have registered staff (either as Booth Only or Exhibitor Full Conference) will be permitted to book housing through the online reservation system.

In order to add housing to an existing registration, please visit www.BOMAConference.org/ExhibitorResourceCenter and click on "Register Your Booth Personnel." Once you log in to the [Exhibitor dashboard](#), click on "Registration Tools" and then "Edit Existing Registration." A list of your registered personnel will appear. Click on "Book Housing" which will appear under each person's name. When you register new personnel for the Expo, you will see the option to book housing.

You may reserve hotel room(s) at the BOMA discounted room rate until **May 26** or until the BOMA room block is sold out, whichever occurs first. If you are booking hotel rooms for 10 or more people, please use an Exhibitor Housing Sub-Block Request Form available at www.BOMAConference.org/ExhibitorResourceCenter.

EXHIBITOR SUB-BLOCK POLICY

Exhibitors/Groups requiring 10 or more rooms may contact BOMA Housing Bureau, ConferenceDirect, to request a sub-block housing form by email BOMA@conferencedirect.com.

IMPORTANT: To finalize your block, the BOMA Housing Bureau must receive the individual guest names by April 30, 2015. Effective May 1, 2015, the BOMA Housing Bureau will release unused rooms in your block. (An unused room is one that does not have the name of a registered attendee attached to it.)

Reservations: Once your block has been approved, you will receive an email confirmations with booking instructions on how to make your hotel reservations. After April 30, 2015 you will not be able to make any additional room request in your sub-block. However, you can still make modifications to existing reservations.

Changes, Cancellations, and Refunds: The last day to cancel rooms without penalty is April 30, 2015. Effective May 1, 2015 a \$30 per room processing fee will apply for cancellations. Additionally, the hotels will charge one night's room and tax for rooms that are cancelled from June 1 - 14, and charge for all nights beginning on June 15. You may continue to make changes and cancellations with the BOMA Housing Bureau until May 26, 2015 (subject to change). After this time, please contact the hotel directly for all changes and cancellations, but not until June 1, 2015 to allow the hotels a few days to transfer reservations into their system before you call.

CREATE YOUR OWN SUCCESS



2015 EVERY BUILDING CONFERENCE & EXPO

Presented by BOMA International and BUILDINGS

LOS ANGELES CONVENTION CENTER
June 28-30, 2015 • Los Angeles, CA

Commercial Real Estate—Inside & Out

Submit Form to:

BOMA Official Housing Bureau

Email: BOMA@conferencedirect.com

EXHIBITING COMPANY: _____

Primary Contact: _____

Address: _____

City/State/Postal Code/Country: _____

Phone: _____ Email: _____

ROOM BLOCK:

Please indicate below the number of rooms you would like to hold for each night. An email confirmation, with booking instructions will be sent once the room block has been approved.

Wed	Thu	Fri	Sat	Sun	Mon	Tues	Wed	Thu	Fri
6/24	6/25	6/26	6/27	6/28	6/29	6/30	7/01	7/02	7/03

Please indicate your preference of hotel, if available:

_____ Sheraton Los Angeles Downtown \$244 per night, plus tax

_____ Westin Bonaventure Hotel & Suites \$224 per night, plus tax

IMPORTANT DEADLINES:

ROOM RATES: To take advantage of special conference rates for the BOMA 2015, finalize your block with individual guest names by **April 30, 2015**. Effective **May 1, 2015**, the BOMA Housing Bureau will release unused rooms in your block for sale. (An unused room is one that does not have the name of a registered attendee attached to it).

DEPOSITS: A credit card equal to one night's room and tax per room is required to reserve your room block. This card will not be charged immediately, however, it may be charged one night's room and tax for EACH reservation as early as **May 27, 2015**.

RESERVATIONS: Once your block has been approved, you will receive an email confirmation with booking instructions on how to make your hotel reservations. After **April 30, 2015** you will not be able to make any **new** reservations in your sub-block. However, you can still make modifications to existing reservations. **Any unused rooms will be released on May 1, 2015.**

ACKNOWLEDGEMENTS/HOTEL CONFIRMATIONS: Once reservations have been made, you will receive an email acknowledgement for each reservation sent to the email address listed above. Please review the information for accuracy. Hotel confirmations will be sent to the email address provided on each reservation by **June 5, 2015**.

CHANGES, CANCELLATIONS, AND REFUNDS: The last day to cancel rooms without penalty is **April 30, 2015**. Effective May 1st, 2015, a \$30 per room processing fee will apply for cancellations. Additionally, the Hotels will charge one night's room and tax for rooms that are cancelled from June 1-14, and charge for all nights beginning on June 15. **You may continue to make changes and cancellations with the BOMA Housing Bureau until May 26, 2015 (subject to change).** After this time, please contact the hotel directly for all changes and cancellations, but not until **June 1, 2015** to allow the hotels a few days to transfer reservations into their system before you call.

LAST DAY TO SUBMIT HOUSING DETAILS: April 30, 2015

CONTACT BOMA HOUSING BUREAU: Email: BOMA@conferencedirect.com Toll Free within USA: (844) 840-1835

EXHIBITOR HOSPITALITY INFORMATION

BOMA International encourages exhibitors to provide hospitality to attendees during the conference. Hospitality events and parties may not conflict with already scheduled conference events. The designated times are Sunday, June 28 after 10:00 pm or Monday, June 29 after 5:00 pm.

Companies that are not exhibiting at the Every Building Expo are not permitted to host hospitality events for BOMA conference attendees. If you become aware of any company violating these rules, please bring it to the attention of show management, support@showmgmt.com.

To obtain space for hospitality events at the JW Marriott, *the BOMA headquarters hotel*, please contact:

Nicole Strenk
213-743-8803
Nicole.Strenk@marriott.com

To obtain space at other LA venues please contact:

Jacky Jabourian
213-236-2305
jjabourian@latourism.org

Please note: Hospitality events/parties may not conflict with official conference events and may only take place during the designated hospitality hours listed above.

TRAVEL INFORMATION AND ATTIRE

Ground Transportation at the Airport

The Los Angeles Convention Center is approximately 16 miles from Los Angeles International Airport. Please visit the [Los Angeles Convention Center's website](#) for more detailed information on transportation options, directions and parking

Attire

Dress at BOMA International's Annual Conference & Expo is business casual. Dress at the TOBY Awards Reception & Banquet is more formal, with many opting for black-tie.

Brede

EXPOSITION SERVICES



BOMA International's Annual Conference & Expo

Los Angeles Convention Center

Los Angeles, CA

June 28-30, 2015

Dear Exhibitor:

Brede National Exposition Services is pleased to have been selected as the Official Service Contractor for the upcoming **2015 Every Building Expo**. We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you.

Included in this service manual are forms for ordering various services and equipment. The Brede forms are to be returned to our office, the others to the specific contractors who are providing the services. Please review, complete, and submit your order forms as early as possible to take advantage of our discount pricing.

Please refer to the enclosed *Show Details* page for vital facts and information about this event. If you have any additional questions about Brede's services, please do not hesitate to call or email Brede's Customer Service Representative at jalexander@brede.com.

A Brede Service Desk will be maintained in the exhibit area during exhibitor move-in to answer any questions that arise and to assist with any last minute requirements.

We look forward to working with you and your company toward a successful show.

Thank you.

Brede



BOMA International's Annual Conference & Expo

Los Angeles Convention Center
Los Angeles, CA
June 28-30, 2015



EXPOSITION SERVICES

Brede Customer Service

- 301.937.8600 Fax 301.937.2952 e-mail: jalexander@brede.com
- Office Hours: 9:00 AM - 5:00 PM (eastern time)
- No telephone orders accepted; please complete and submit your order and credit card information to Brede.

Show Management

- Megan Kutner - Show Manager
- Show Management Solutions
- 703.330.3282 (phone)
- mkutner@showmgmt.com

Booths

Exhibit Area:

- 8' high back drape - Purple/Grey/Black
- 3' high side drape - Purple
- Aisle carpet - Purple

Green Pavilion:

- 8' high back drape - Green/White
- 3' high side drape - Green
- Aisle carpet - Green
- Booth Carpet - Green

Technology Pavilion:

- 8' high back drape - Black/White/Grey
- 3' high side drape - Black
- Aisle carpet - Black & White speckled
- Booth Carpet - Black & White speckled

* All booths include: (1) exhibitor ID sign including company name and booth number

The exhibit hall is not carpeted (except for in the Green and Technology Pavilions). Carpet will be provided in the Green and Technology Pavilions. Carpet or flooring is mandatory for all exhibitors. Exhibitors may bring their own floor covering or rent carpet through Brede National Exposition Services using the *Carpet Requirement* form. If no carpet is ordered or provided, per show management, carpet will be installed at the exhibitor's expense.

Material Handling

Advance to Warehouse

Late to warehouse charges apply after: **June 12, 2015**

TO: Exhibiting Company Name and Booth #

FOR: 2015 Every Building Expo

Brede National Exposition Services

c/o YRC Freight

9933 E. Beverly Blvd

Pico Rivera, CA 90660

Direct to Show Site

Do not deliver prior to: **June 26, 2015**

TO: Exhibiting Company Name and Booth #

FOR: 2015 Every Building Expo

c/o Brede National Exposition Services

Los Angeles Convention Center - West Halls A-C

1201 S. Figueroa St

Los Angeles, CA 90015

Exhibitor Schedule

Exhibitor Move-in:	Friday	June 26, 2015	8:00 AM	—	5:00 PM
	Saturday	June 27, 2015	8:00 AM	—	5:00 PM
	* Sunday	June 28, 2015	8:00 AM	—	11:00 AM
Show Hours:	Sunday	June 28, 2015	3:00 PM	—	6:00 PM
	Monday	June 29, 2015	10:30 AM	—	2:00 PM
	Tuesday	June 30, 2015	10:30 AM	—	2:00 PM
Exhibitor Move-out:	Tuesday	June 30, 2015	2:00 PM	—	10:00 PM
	Wednesday	July 1, 2015	8:00 AM	—	12:00 PM

* Pop-up displays and product sets only

- Drivers for all carriers must be checked in at the Brede Service Desk for pick-up of freight by: **10:00 AM on Wednesday, July 1, 2015.**

Utilities & Services

- For booth utilities and additional booth services, please contact the individual suppliers using the enclosed order forms.



Find more on Brede.com



phone 301.937.8600

fax 301.937.2952

e-mail jalexander@brede.com

Brede

EXPOSITION SERVICES

BOMA International's Annual Conference & Expo



Los Angeles Convention Center
Los Angeles, CA
June 28-30, 2015



Find more on Brede.com



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e-mail jalexander@brede.com



EXPOSITION SERVICES

BOMA International's Annual Conference & Expo



Los Angeles Convention Center
Los Angeles, CA
June 28-30, 2015



Information Form

Please make your show site representative aware of the following policies.

Important Deadlines

- Take advantage of advance order discount pricing! Orders must be received with payment in full no later than the following dates. Orders received with payment in full after discount deadline dates will be invoiced at "standard floor" pricing.

Carpet and furnishings rentals	June 5, 2015
Custom exhibits rentals	June 5, 2015
Labor orders	June 5, 2015
- Freight received at the warehouse after the deadline will incur an additional charge.

Advance shipments to warehouse to arrive by:	June 12, 2015
Shipments to show site to arrive no sooner than:	June 26, 2015

Payment Policies

- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede National Exposition Services.
- All charges must be paid prior to close of show.
- For your convenience, we accept the following methods of payment: cash; checks and money orders drawn on U.S. banks in U.S. funds; and credit cards including VISA, MasterCard and American Express and Int'l Bank Transfers to Brede/National Inc., **** Account information will be provided upon request ****
- Purchase Orders are not considered payment; therefore, a check or credit card is required.

Cancellations & Adjustments

- Cancellations are invoiced at 50% of original price, unless otherwise noted on order form.
- No adjustments will be made after close of the show.

Tax Exemption

- If tax exempt, a copy of your tax exempt certificate must accompany your order. This is not a resale certificate.
- No adjustments for tax exempt status will be made after close of the show.

Third Party Payment Billing

- The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice(s) by the third party prior to the last day of the show, charges will revert back to the exhibitor.

Miscellaneous

- Rental items not ordered, yet found in booths, are invoiced at "Standard Floor" pricing.
- All prices are in U.S. dollars (\$).
- All rental items are subject to applicable taxes.
- All rental items remain the property of Brede National Exposition Services.



[Find more on Brede.com](http://Brede.com)



phone 301.937.8600
fax 301.937.2952
e-mail jalexander@brede.com



Brede

EXPOSITION SERVICES



EXPOSITION SERVICES

BOMA International's Annual Conference & Expo



Los Angeles Convention Center
Los Angeles, CA
June 28-30, 2015



Required Form

This form must accompany any completed order form(s) submitted to Brede.
Payment Method must be completed to process orders.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: June 5, 2015

Order Summary

Carpet	\$	
Tables & Accessories	\$	
Brede Rental Exhibits	\$	
Material Handling	\$	
Labor	\$	
Forklift	\$	
Hanging Sign	\$	
Booth Cleaning	\$	
Graphics	\$	
Total Due	\$	

Payment Method

- For your convenience, we accept cash, checks and money orders drawn on U.S. banks in U.S. funds, VISA, MasterCard and American Express.
- Purchase Orders are not considered payment.
- All charges must be paid prior to close of show.
- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede National Exposition Services.

☐ Third Party Payer

☐ Tax Exempt
include certificate

Our Federal ID #
04-3215069

☐ Pay By Credit Card

- Please complete the *Credit Card Authorization* form and submit with your order.

☐ Pay By Check or Money Order Payable to Brede National Exposition Services

- International checks must be drawn on a U.S. bank, U.S. funds account only—processing fee of \$25.00.
- Please include **BOMA International's Annual Conference & Expo** and booth number on all payments.

Check Number

Dated

Amount

Exhibiting Company

Company: _____ Contact: _____
Address: _____ City, State, Zip: _____
Phone: _____ Fax: _____ Email: _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede National Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA by fax 301.937.2952

Order Summary / Payment Method



EXPOSITION SERVICES

BOMA International's Annual Conference & Expo



Los Angeles Convention Center
Los Angeles, CA
June 28-30, 2015



Required Form

This form must accompany any completed order form(s) submitted to Brede.
A credit card must be on file prior to the delivery of any goods or services.
Orders received without full payment or credit card information will not be processed.

Terms

- All charges must be paid prior to close of show.
- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede National Exposition Services.
- Submitting credit card information and signature indicates agreement with the terms below.

Credit Card

I authorize Brede National Exposition Services to charge any additional amounts incurred by me or my show representative, including material handling and/or labor charges. If credit card is declined, Standard Floor pricing prevails and a \$25.00 service charge will be added.

☐ Third Party Payer

Cardholder's name (please print):

Cardholder's Signature:

Cardholder's Billing Address:

City:

State:

Zip:

Phone:

Fax:

Email:

VISA MC AMEX

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EXP

--	--	--	--

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede National Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA by fax 301.937.2952

Credit Card Authorization

Brede

EXPOSITION SERVICES

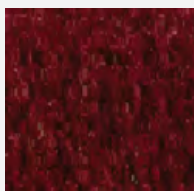
BOMA International's Annual Conference & Expo



Los Angeles Convention Center
Los Angeles, CA
June 28-30, 2015

Standard Carpet Colors

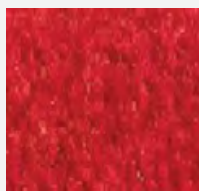
Burgundy



Blue



Red



Plum



Teal



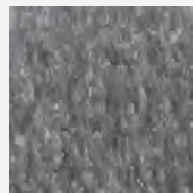
Black



Forest Green



Grey

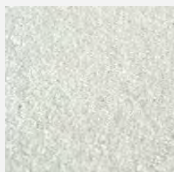


Plush Custom Carpeting

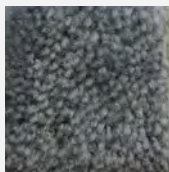
Charcoal



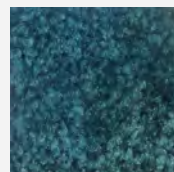
White



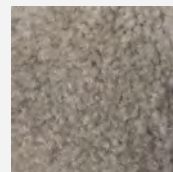
Blue Mist



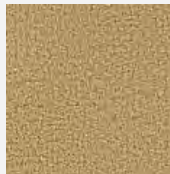
Jade



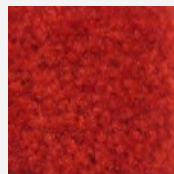
Grey Pearl



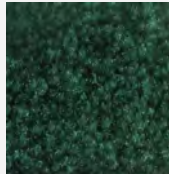
French Beige



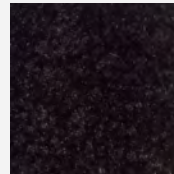
Red



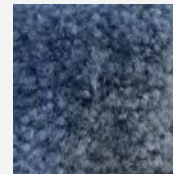
Emerald



Black



Colony Blue



Display Table Drape Colors

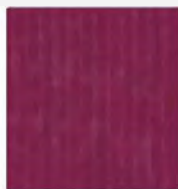
Black



Blue



Burgundy



Forest Green



Plum



Gold



Grey



Red



Teal



White



Color Guide



Find more on Brede.com



phone 301.937.8600

fax 301.937.2952

e-mail jalexander@brede.com



EXPOSITION SERVICES

BOMA International's Annual Conference & Expo



Los Angeles Convention Center
Los Angeles, CA
June 28-30, 2015



Order Form

Submit this form if you wish to rent carpet, visqueen, or padding from Brede.

Enter the Carpet Total below on Order Summary / Payment form.

Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: June 5, 2015

Carpet Requirement



The exhibit hall is not carpeted. **Carpet is required for this show.**

☐ We are providing our own carpet. Please select shipment method:

☐ Advance Warehouse

☐ Direct to Show Site



[Find more on Brede.com](http://www.breded.com)

Standard Carpeting

Select from Standard Colors (if no color is selected, show colors will prevail.)

☐ Black

☐ Blue

☐ Teal

☐ Gold

☐ Burgundy

☐ Red

☐ Plum

☐ Grey

☐ Forest Green

Qty	Size	Advance	Standard	Subtotal
_____	10' Carpet	\$ 167.00	\$ 219.00	\$ _____
_____	20' Carpet	\$ 334.00	\$ 438.00	\$ _____
_____	30' Carpet	\$ 501.00	\$ 675.00	\$ _____
_____	40' Carpet	\$ 668.00	\$ 876.00	\$ _____
_____	Full Coverage _____ x _____ = _____ sq. ft. (100 sq. ft. minimum)	\$ 7.50 per sq. ft.	\$ 9.75 per sq. ft.	\$ _____

- Standard carpets ordered in multiples of 2 or more do not include seaming and exact color match is not guaranteed.

Options

_____	Carpet Padding	_____ x _____ = _____ sq. ft.	\$ 2.00	\$ 2.75	\$ _____
_____	Visqueen	_____ x _____ = _____ sq. ft.	\$ 1.50 per sq. ft.	\$ 2.00 per sq. ft.	\$ _____

Plush Custom Carpeting

Select from Custom Colors

☐ Charcoal

☐ White

☐ Blue Mist

☐ Jade

☐ Grey Pearl

☐ French Beige

☐ Red

☐ Emerald

☐ Black

☐ Colony Blue

_____	Full Coverage	_____ x _____ = _____ sq. ft. (100 sq. ft. minimum)	\$ 8.50 per sq. ft.	\$ 11.25 per sq. ft.	\$ _____
-------	---------------	--	------------------------	-------------------------	----------

- Includes poly covering for protection.
- To guarantee availability, orders must be received 30 days prior to show move-in.
- Cancelled orders for custom carpet will be charged 100%.

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede National Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal	\$ _____
9% CA Tax	\$ _____
Carpet Total	\$ _____

- Transfer this total to the Order Summary / Payment form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company _____

Booth Number _____

COMPLETE and SUBMIT this form:

by mail Brede National Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA by fax 301.937.2952

Carpet Requirement



Barstool with back

Padded arm chair

Padded side chair

Swivel chair

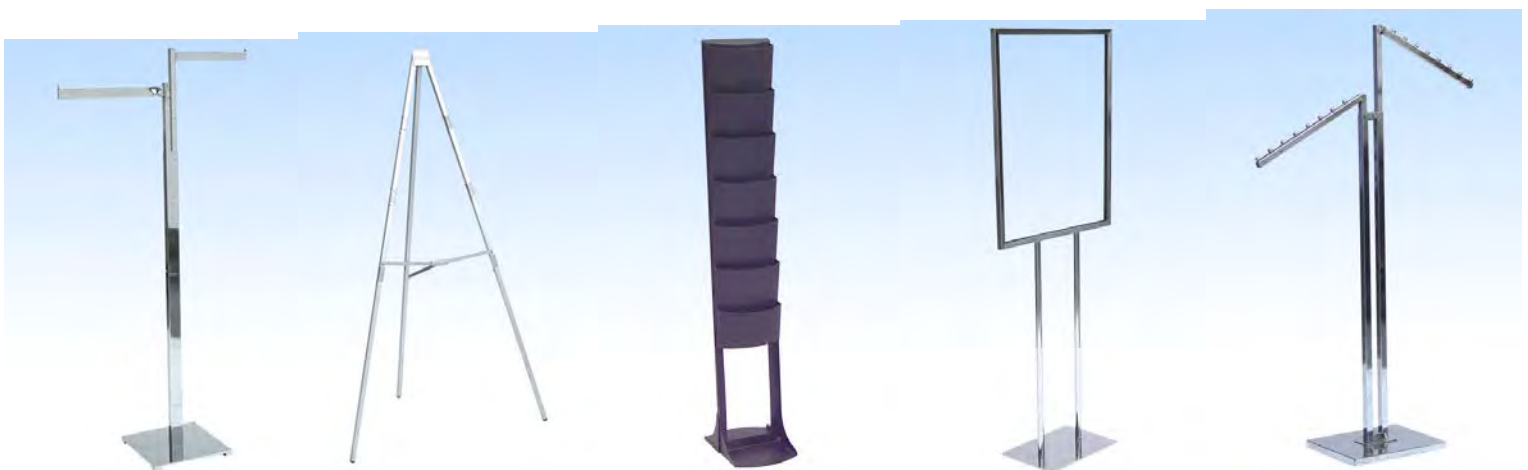


Pedestal table 18"x 30"

Pedestal table 30" x 30"

Pedestal table 42" x 30"

Cocktail table



Bag Rack

Floor Easel

Literature Rack

Sign Stand 22" x 28"

Waterfall Rack



EXPOSITION SERVICES

BOMA International's Annual Conference & Expo

Los Angeles Convention Center
Los Angeles, CA
June 28-30, 2015Order
Form

Submit this form if you wish to rent tables, risers or furnishings from Brede.

Enter the Table & Accessories Total below on Order Summary / Payment form.

Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: June 5, 2015



Find more on Brede.com

Tables

Qty	Item	Advance	Standard	Subtotal
30" High Display Tables (includes white vinyl top, 3 side drape)				
_____	4' x 2' draped table	\$ 115.00	\$ 148.00	\$ _____
_____	6' x 2' draped table	\$ 142.00	\$ 183.00	\$ _____
_____	8' x 2' draped table	\$ 160.00	\$ 207.00	\$ _____
_____	4th side drape	\$ 46.00	\$ 60.00	\$ _____
_____	4' x 2' undraped table	\$ 83.00	\$ 107.00	\$ _____
_____	6' x 2' undraped table	\$ 98.00	\$ 126.00	\$ _____
_____	8' x 2' undraped table	\$ 116.00	\$ 150.00	\$ _____
42" High Display Tables (includes white vinyl top, 3 side drape)				
_____	4' x 2' draped table	\$ 157.00	\$ 203.00	\$ _____
_____	6' x 2' draped table	\$ 180.00	\$ 232.00	\$ _____
_____	8' x 2' draped table	\$ 205.00	\$ 265.00	\$ _____
_____	4th side drape	\$ 67.00	\$ 86.00	\$ _____
_____	4' x 2' undraped table	\$ 116.00	\$ 134.00	\$ _____
_____	6' x 2' undraped table	\$ 129.00	\$ 147.00	\$ _____
_____	8' x 2' undraped table	\$ 150.00	\$ 171.00	\$ _____
12" Tabletop Risers (includes white vinyl top)				
_____	4' x 12" draped riser	\$ 78.00	\$ 100.00	\$ _____
_____	6' x 12" draped riser	\$ 87.00	\$ 123.00	\$ _____

Accessories

Qty	Item	Advance	Standard	Subtotal
_____	Padded Side Chair—Grey	\$ 73.00	\$ 95.00	\$ _____
_____	Padded Arm Chair—Grey	\$ 88.00	\$ 113.00	\$ _____
_____	Counter Stool with Back	\$ 90.00	\$ 116.00	\$ _____
_____	30" Pedestal Table			
_____	☐ 30" d ☐ 36" d	\$ 146.00	\$ 188.00	\$ _____
_____	42" Pedestal Table			
_____	☐ 30" d ☐ 36" d	\$ 162.00	\$ 209.00	\$ _____
_____	Coffee Table	\$ 120.00	\$ 155.00	\$ _____
_____	Waste basket	\$ 18.50	\$ 24.75	\$ _____
_____	Floor Easel	\$ 47.00	\$ 61.00	\$ _____
_____	Sign Stand 22" x 28"	\$ 94.00	\$ 121.00	\$ _____
_____	Coat Tree	\$ 135.00	\$ 174.00	\$ _____
_____	Bag Rack	\$ 135.00	\$ 174.00	\$ _____
_____	Literature Rack	\$ 208.00	\$ 268.00	\$ _____
_____	Garment Rack	\$ 208.00	\$ 268.00	\$ _____
_____	Tackboard 8'x4' (horizontal only)	\$ 208.00	\$ 268.00	\$ _____
_____	Perfboard 8' x 4'			
_____	☐ horizontal ☐ vertical	\$ 208.00	\$ 268.00	\$ _____
_____	3' high drapery (per ft)	\$ 15.00	\$ 19.50	\$ _____
_____	8' high drapery (per ft)	\$ 17.50	\$ 22.75	\$ _____

Select Drape Color (if no color is selected, show colors will prevail.)

- ☐ Black
 ☐ Blue
 ☐ Teal
 ☐ Gold
 ☐ Burgundy
 ☐ White
- ☐ Red
 ☐ Plum
 ☐ Grey
 ☐ Forest Green

Important
Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede National Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal \$ _____

9% CA Tax \$ _____

Table Total \$ _____

- Transfer this total to the Order Summary / Payment form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede National Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA by fax 301.937.2952

Tables & Accessories



TRADE SHOW FURNISHINGS 2015
Product Catalog



PREMIER COLLECTIONS

SEE INDIVIDUAL CATEGORIES FOR DETAILED PRODUCT INFORMATION

ROMA



CHR003



SFA003

MIRABEL



CHR001



SFA001

ALLEGRO



CHR002



SFA002

KEY WEST



OCB



LSM



SOM

SOUTH BEACH



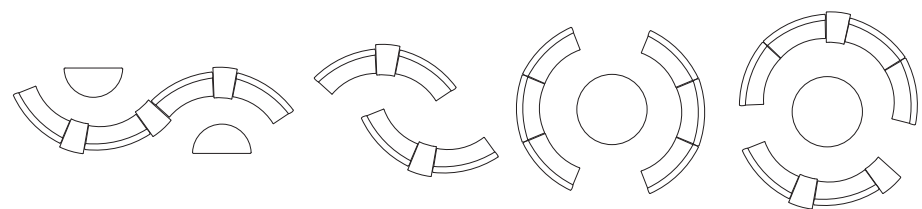
OTS

SO1



SO2

Suggested Uses of South Beach



TANGIERS



TANCHR



TANSOF

NAPLES



NPLCHR



NPLLOV



NPLSOF

HEATHROW



HS008



HC008



HCH08



HEA08

Suggested Uses of Heathrow



SOFAS & SECTIONALS



HEA08



SO1



SFA001



SFA002



NPLSOF



TANSOF



SOM



SFA003



HS008



SO2

LOVESEATS



LSM



NPLLOV

SOFAS & SECTIONALS

HEA08 Heathrow Sofa

Black Vinyl
48"L 24"D 28"H

SO1 South Beach Sofa

Platinum Suede
69"L 29"D 33"H

SFA001 Mirabel Sofa

Brown Leather
76"L 35"D 32"H

SFA002 Allegro

Blue Fabric
73"L 34.5"D 30"H

NPLSOF Naples Sofa

Black Vinyl
87"L 30"D 28"H

TANSOF Tangiers Sofa

Beige Textured
78"L 37"D 36"H

SOM Key West Sofa

Black
85"L 35"D 33"H

SFA003 Roma

White Vinyl
78"L 31"D 33"H

HS008 Heathrow 3 pc. Sectional

Black Vinyl
72"L 48"D 28"H

SO2 South Beach 3 pc. Sectional

Platinum Suede
152"L 40"D 33"H

LOVESEATS

LSM Key West Loveseat

Black
57"L 35"D 33"H

NPLLOV Naples Loveseat

Black Vinyl
62"L 30"D 28"H

CLUB CHAIRS



CHR003



CHR001



CHR002



NPLCHR



TANCHR



OCB



HCH08



HC008

OCCASIONAL CHAIRS



SWAN



OCA



OCH



BCW



CCE



LABREA



MADGRY

MEETING CHAIRS



OCMESP



OCMTAU

CLUB CHAIRS

CHR003 Roma Chair
White Vinyl
37"L 31"D 33"H

CHR001 Mirabel Chair
Brown Leather
36"L 35"D 32"H

CHR002 Allegro Chair
Blue Fabric
36"L 34.5"D 30"H

NPLCHR Naples Chair
Black Vinyl
36"L 30"D 28"H

TANCHR Tangiers Chair
Beige Textured
34"L 37"D 36"H

OCB Key West Tub Chair
Black
31"L 31"D 31"H

HCH08 Heathrow Chair
Black Vinyl
24"L 24"D 28"H

HC008 Heathrow Corner Chair
Black Vinyl
24"L 24"D 28"H

OCCASIONAL CHAIRS

SWAN Swanson Swivel Chair
White Vinyl
28"L 25"D 18"H

OCA T-Vac Chair
Translucent, Chrome
25"L 23"D 30"H

OCH Madrid Chair
Black Leather
30"L 30"D 31"H

BCW Madrid Chair
White Leather
30"L 30"D 31"H

CCE Ice Chair
Transparent, Chrome
17.25"L 20"D 32"H

LABREA La Brea Swivel Chair
Charcoal Gray, Fabric
35"L 27"D 40"H

MADGRY Madden Arm Chair
Light Gray, Vinyl
27"L 32"D 33"H

MEETING CHAIRS

OCMESP Meeting Chair
Espresso Leather
25.5"L 23.5"D 34"H

OCMTAU Meeting Chair
Taupe Fabric
25.5"L 23.5"D 34"H

OTTOMANS



BNO08



BN075



END02B



END02W



SAL



OSC



OTH



PUZ2SW



CUBL20



VIB05



VIB06



VIB07



VIB08



VIB01



VIB02



VIB03



VIB04



OTS



OTK



OTL



CCB



CCW

OTTOMANS

BNO08 Bench Ottoman
Black Vinyl
60"L 20"D 18"H

BN075 Bench Ottoman
White Vinyl
60"L 20"D 18"H

END02B Endless Square Ottoman
Black
34"L 34"D 15"H

END02W Endless Square Ottoman
White
34"L 34"D 15"H

SAL Sally Stool
White
12" Round 17"H

OSC Milano Cube
White Leather
17"L 17"D 18"H

OTH Milano Cube
Black Leather
17"L 17"D 18"H

PUZ2SW Puzzle Bench Ottoman
White
48"L 24"D 18"H

CUBL20 Edge LED Cube Ottoman
White Plastic
20"L 20"D 20"H

Vibe Cube Ottoman
Waterproof
18"L 18"D 18"H
VIB05 Yellow Vinyl
VIB06 Gold/Bronze Vinyl
VIB07 Beige Vinyl
VIB08 Orange Vinyl
VIB01 Green Vinyl
VIB02 Blue Vinyl
VIB03 Pink Vinyl
VIB04 Red Vinyl

OTS South Beach Wedge Ottoman
Platinum Suede
25"L 31"D 18"H

OTK Half Round Ottoman
Black Leather
72"L 36"D 17"H

OTL Half Round Ottoman
White Leather
72"L 36"D 17"H

CCB Circle Ottoman
Black Leather
72"L 72"D 17"H

CCW Circle Ottoman
White Leather
72"L 72"D 17"H

CCZ Circle Ottoman
Black, White Leather
72"L 72"D 17"H

GROUP SEATING



RSTDIN



DUET



CS8



CS9



SC4



SC1



XCHR



SC9



SC10



CH002



SCF



SCC



SCE



SCD



SC8



SC3



XC3



XC6



CO4

GROUP SEATING

RSTDIN Rustique Chair with arms
Gunmetal
20"L 18"D 31"H

DUET Duet Chair
Black, Chrome
21"L 23"D 33"H

CS8 Berlin Chair
Black
18"L 22"D 32"H

CS9 Berlin Chair
Red
18"L 22"D 32"H

SC4 Jetson Chair
Black
19"L 18"D 31"H

SC1 New York Chair
Black, Maple
18"L 17"D 34"H

XCHR Christopher Chair
White Vinyl, Chrome
17"L 19"D 35"H

SC9 Panton Chair
White
20"L 24"D 33"H

SC10 Razor Chair
White
15.38"L 15.5"D 30.5"H

CH002 Wendy Chair
Clear Acrylic
15"L 20"D 36"H

SCF Fusion Chair
Black, White
19"L 21"D 32"H

SCC Fusion Chair
Clear, White
19"L 21"D 32"H

SCE Fusion Chair
Red, White
19"L 21"D 32"H

SCD Fusion Chair
Green, White
19"L 21"D 32"H

SC8 Flex Chair with wheels
24"L 22"D 31"H

SC3 Brewer Chair
Onyx, Black
20"L 20"D 32"H

XC3 Luxor Guest Chair
Black Leather
27"L 28"D 40"H

XC6 Altura Guest Chair
Black Crepe
25"L 20"D 34"H

CO4 Iso Mesh Chair
Black
26"L 24"D 38"H

COCKTAIL TABLES



COLI



C1E



C1D



C1K



C1F



C1C



C1W



C1Y

SIDE AND END TABLES



TMBTBL



NEMSAC



ETBL



AURA



EOLI



E1E



E1D



E1K



E1F



E1C



CDYTB



E1W



E1Y



CUBTBL

COCKTAIL TABLES

COLI Oliver Cocktail Table
Walnut Finish
47"L 27"D 19"H

C1E Silverado Cocktail Table
Glass, Chrome
36" Round 17"H

C1D Soho Cocktail Table
Espresso, Metal
38"L 38"D 18.5"H

C1K Inspiration Cocktail Table
Glass, Brushed Steel
42"L 28"D 18"H

C1F Geo Cocktail Table
Glass, Black
50"L 22"D 16"H

C1C Geo Cocktail Table
Glass, Chrome
50"L 22"D 16"H

C1W Sydney Cocktail Table
White, Brushed Steel
48"L 26"D 18"H

C1Y Sydney Cocktail Table
Black, Brushed Steel
48"L 26"D 18"H

END TABLES

TMBTBL Timber Table
Wood
16" Round 17"H

NEMSAC Mosaic Tables, Set of 3
12"L 14"D 16"H
16.5"L 15"D 18"H
20.5"L 16"D 20"H

ETBL E Table
Wood
21"L 15.5"D 27.5"H

AURA Aura Round Table
White Metal
15" Round 22"H

EOLI Oliver End Table
Walnut Finish
22" Round 22"H

E1E Silverado End Table
Glass, Chrome
24" Round 22"H

E1D Soho End Table
Espresso, Metal
26"L 26"D 27"H

E1K Inspiration End Table
Glass, Brushed Steel
24"L 28"D 22"H

E1F Geo End Table
Glass, Black
26"L 26"D 20"H

E1C Geo End Table
Glass, Chrome
26"L 26"D 20"H

CDYTB Candy Table
White/Black Top
18"L 18"D 18"H

E1W Sydney End Table
White, Brushed Steel
27"L 23"D 22"H

E1Y Sydney End Table
Black, Brushed Steel
27"L 23"D 22"H

CUBTBL Edge LED Cube Table
Plexi Top, White Plastic
20"L 20"D 20"H

CONFERENCE TABLES



CG1



CF2



CE2



OCT6W



CE1



CF1



6'-CB2



MERLIN



WD3



8'-CB3



6'-CD2



8'-CD3



6'-CC6
8'-CC7
10'-CC8



6'-CT06GR
8'-C508GR
10'-CT10GR



CC5



CB1



CONF42

SAMPLE CONFERENCE SETS



CONFERENCE TABLES

CG1 Manhattan Table
Glass, Black
42" Round 29"H

CF2 Geo Table, Rectangular
Glass, Black
60"L 36"D 29"H

CE2 Geo Table, Rectangular
Glass, Chrome
60"L 36"D 29"H

OCT6W Nova Oval Table
White, Silver Powder
Coated Legs
71"L 36"D 29"H

CE1 Geo Table, Rounded Square
Glass, Chrome
42"L 42"D 29"H

CF1 Geo Table, Rounded Square
Glass, Black
42"L 42"D 29"H

CB2 Table
6' Graphite Nebula
72"L 42"D 29"H

MERLIN Merlin Multi Use Table
Gray Laminate, Black
46"L 29"D 30"H

WD3 Work Table
White Laminate, White
48"L 24"D 30"H

CB3 Table
8' Graphite Nebula
96"L 48"D 29"H

CD2 Table
6' Gray Nebula
72"L 42"D 29"H

CD3 Table
8' Gray Nebula
96"L 48"D 29"H

CC6 Table
6' Mahogany
72"L 36"D 29.5"H

CC7 Table
8' Mahogany
96"L 48"D 29.5"H

CC8 Table
10' Mahogany
120"L 48"D 29.5"H

CT06GR Table
6' Granite
72"L 36"D 29"H

C508GR Table
8' Granite
96"L 44"D 29"H

CT10GR Table
10' Granite
120"L 46"D 29"H

CC5 Table
Mahogany
42" Round 29"H

CB1 Table
Graphite Nebula
42" Round 29"H

CONF42 Table
White Laminate
42" Round 29"H

EXECUTIVE CHAIRS



PROEXE



XC2



XC1



XC5



XC4



OTO

G30 COMMUNAL BAR, CAFÉ & COCKTAIL TABLES



G30BMS



G30BMW



G30BWS



G30BWW



G30DMS



G30DMW



G30DWS



G30DWW



G30CMS



G30CMW



G30CWS



G30CWW

TABLE TOP OPTIONS



MAPLE



WHITE

EXECUTIVE CHAIRS

PROEXE Pro Executive Chair
White Classic Vinyl
27.5"L 27.5"D 45.7"H
Adjustable

XC2 Luxor Executive Chair
Mid Back, Black Leather
27"L 28"D 41"H
Adjustable

XC1 Luxor Executive Chair
High Back, Black Leather
27"L 28"D 47"H
Adjustable

XC5 Altura Executive Chair
Mid Back, Black Crepe
25"L 25"D 37"H
Adjustable

XC4 Altura Executive Chair
High Back, Black Crepe
25"L 25"D 43"H
Adjustable

OTO Perth Chair
High Back, Black
23"L 21"D 43"H
Adjustable

BAR TABLES

G30BMS Bar Table
Maple Top
72"L 26"D 42"H

G30BMW Bar Table
with Grommet Holes,
Maple Top
72"L 26"D 42"H

G30BWS Bar Table
White Top
72"L 26"D 42"H

G30BWW Bar Table
with Grommet Holes,
White Top
72"L 26"D 42"H

CAFÉ TABLES

G30DMS Café Table
Maple Top
72"L 26"D 30"H

G30DMW Café Table
with Grommet Holes,
Maple Top
72"L 26"D 30"H

G30DWS Café Table
White Top
72"L 26"D 30"H

G30DWW Café Table
with Grommet Holes,
White Top
72"L 26"D 30"H

COCKTAIL TABLES

G30CMS Cocktail Table
Maple Top
72"L 26"D 18"H

G30CMW Cocktail Table
with Grommet Holes,
Maple Top
72"L 26"D 18"H

G30CWS Cocktail Table
White Top
72"L 26"D 18"H

G30CWW Cocktail Table
with Grommet Holes,
White Top
72"L 26"D 18"H

BARSTOOLS



RSTSTL



BS001



BS002



BS003



ROLLRD



ROLLGY



ROLLWH



ROLLBL



BSN



BCE



BSS



BST



BSL



BSC



BSD



BARSTOOLS

RSTSTL Rustique Barstool

Gunmetal
13"L 13"D 30"H

BS001 Shark Barstool

White, Chrome
22"L 19"D 34-44"H

BS002 Zoey Barstool

White, Chrome
15"L 16"D 26-30.5"H

BS003 Zoey Barstool

Black, Chrome
15"L 16"D 26-30.5"H

ROLLRD Lift Barstool

Red Vinyl
15" Round
23-33.5"H Adjustable

ROLLGY Lift Barstool

Gray Vinyl
15" Round
23-33.5"H Adjustable

ROLLWH Lift Barstool

White Vinyl
15" Round
23-33.5"H Adjustable

ROLLBL Lift Barstool

Black Vinyl
15" Round
23-33.5"H Adjustable

BSN Jetson Barstool

Black
18"L 19"D 29"H

BCE Ice Barstool

Transparent, Chrome
16"L 14"D 33"H

BSS Banana Barstool

Black, Chrome
21"L 22"D 30"H

BST Banana Barstool

White, Chrome
21"L 22"D 30"H

BSL Gin Barstool

Maple, Chrome
16"L 16"D 29"H

BSC Oslo Barstool

White
17"L 20"D 30"H

BSD Oslo Barstool

Blue
17"L 20"D 30"H

BAR TABLES



30"-VTK
36"-VTP



30"-VTJ
36"-VTN



36"-VTW



30MHSB



VTG



VTB



VTC



30"-WTK
36"-WTP



30"-WTJ
36"-WTN



WTW



30MHTB



WTS



WTB



WTC

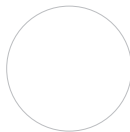
TABLE TOP OPTIONS



MAPLE



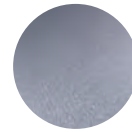
GRAPHITE NEBULA



WHITE LAMINATE



MAHOGANY



SILVER TEXTURED



BRUSHED RED



BRUSHED BLUE

BAR TABLES

Standard Black Base

30" Round 42"H

VTK Maple Top

VTJ Graphite Nebula Top

30MHSB Mahogany Top

VTG Silver Textured Top

VTB Brushed Red Top

VTC Brushed Blue Top

Standard Black Base

36" Round 42"H

VTP Maple Top

VTN Graphite Nebula Top

VTW White Laminate Top

Tulip Chrome Base

30" Round 42"H

WTK Maple Top

WTJ Graphite Nebula Top

30MHTB Mahogany Top

WTS Silver Textured Top

WTB Brushed Red Top

WTC Brushed Blue Top

Tulip Chrome Base

36" Round 42"H

WTP Maple Top

WTN Graphite Nebula Top

WTW White Laminate Top



CAFÉ TABLES



30"-ZTK
36"-ZTP



30"-ZTJ
36"-ZTN



ZTQ



30MHSC



ZTG



ZTB



ZTC



30"-XTK
36"-XTP



30"-XTJ
36"-XTN



XTR



30MHTC



XTS



XTB



XTC

SAMPLE BAR TABLE SETS



CAFÉ TABLES

Standard Black Base

30" Round 29"H

ZTK Maple Top

ZTJ Graphite Nebula Top

30MHSC Mahogany Top

ZTG Silver Textured Top

ZTB Brushed Red Top

ZTC Brushed Blue Top

Standard Black Base

36" Round 29"H

ZTP Maple Top

ZTN Graphite Nebula Top

ZTQ White Laminate Top

Tulip Chrome Base

30" Round 29"H

XTK Maple Top

XTJ Graphite Nebula Top

30MHTC Mahogany Top

XTS Silver Textured Top

XTB Brushed Red Top

XTC Brushed Blue Top

Tulip Chrome Base

36" Round 29"H

XTP Maple Top

XTN Graphite Nebula Top

XTR White Laminate Top



TRAINING ROOM



MERLIN



WD3

BOOKCASES & PRODUCT DISPLAYS



PMB36



PMB42



PDL



36" - PDL36W
42" - PDL42W



BC6



BC7



36" - PDL36B
42" - PDL42B



ET2



ET1

UTILITY CHAIRS



SY1



DF1

TRAINING ROOM

MERLIN Merlin Multi Use Table
Gray Laminate, Black
46"L 29"D 30"H

WD3 Work Table
White Laminate, White
48"L 24"D 30"H

BOOKCASES & PRODUCT DISPLAYS

Plastic Pedestal
Black
PMB36 24"L 24"D 36"H
PMB42 24"L 24"D 42"H

PDL Locking Door Pedestal
Black
24"L 24"D 42"H

Powered Locking Pedestal
White
PDL36W
24"L 24"D 36"H
PDL42W
24"L 24"D 42"H

BC6 Bookcase
Mahogany
36"L 13"D 71"H

BC7 Bookcase
Granite
36"L 13"D 71"H

Powered Locking Pedestal
Black
PDL36B
24"L 24"D 36"H
PDL42B
24"L 24"D 42"H

ET2 Etagere
Black
30"L 16"D 70"H

ET1 Etagere
Pewter
30"L 16"D 70"H

UTILITY CHAIRS

SY1 Altura Steno Chair
Black Crepe
25"L 26"D 21"H

DF1 Altura Drafting Stool
Black Crepe
25"L 26"D 34"H

DESKS & CREDENZAS



JD6



JD7



CR6



CR7

FILES



VF4



VF2



L26



L27

FRIDGES



R1R



R1Q

DESKS & CREDENZAS

JD6 Executive Desk
Mahogany
60"L 30"D 29"H

JD7 Executive Desk
Granite
60"L 30"D 29"H

CR6 Credenza
Mahogany
72"L 24"D 29"H

CR7 Credenza
Granite
72"L 24"D 29"H

FILES

VF4 Vertical File
4 Drawer
27"L 19"D 52"H

VF2 Vertical File
2 Drawer
27"L 19"D 28"H

L26 Lateral File
Mahogany
36"L 20"D 29"H

L27 Lateral File
Granite
36"L 20"D 29"H

FRIDGES

R1R Refrigerator
White
14.0 cubic feet
28"L 28"D 64"H

R1Q Refrigerator
White
4.0 cubic feet
20"L 22"D 33"H



MOBILE TABLET STANDS



TBBCHR



TBSHLF



TBPNTN



LAMPS



LA15



LA14



TBSTDW



TBSTND

LIGHTED PRODUCTS

LED color guide



CUBL20



CUBTBL

MOBILE TABLET STAND ACCESSORIES

TBBCHR Brochure Holder
Black
8.625"L 1.1"D 11.325"H

TBSHLF Charging Shelf
Black
14.85"L 7.17"D 1"H

TBPNTN Wireless Printer Holder
Black
3.3"L 1.9"D 5.28"H

MOBILE TABLET STANDS

TBSTDW Mobile Tablet Stand
White
14"L 13"D 44.5"H

TBSTND Mobile Tablet Stand
Black
14"L 13"D 44.5"H

LAMPS

LA15 Mason Floor Lamp
Brushed Silver
18" Round 55"H

LA14 Mason Table Lamp
Brushed Silver
16" Round 26"H

LIGHTED PRODUCTS

CUBL20 Edge LED Cube Ottoman
White Plastic
20"L 20"D 20"H

CUBTBL Edge LED Cube Table
Plexi Top, White Plastic
20"L 20"D 20"H

BARS



Suggested Uses of Martini Bar



BARS

BRC Martini Bar Circle
Comprised of three
BR1 Martini Bars
100"L 100"D 45"H

BR1 Martini Bar
67"L 22"D 45"H



Noticeably Superior Solutions

24 hours a day, 7 days a week, 365 days a year

Nationwide Service

CORT Trade Show Furnishings is proud to offer this collection of the highest quality, design-oriented furnishings. Our nationwide distribution and professional staff is dedicated to the success of your exhibit.

Make CORT Trade Show Furnishings your furniture solution.

The logo consists of the word "CORT" in a white, serif, all-caps font, centered within a solid red square.



DELIVERY INFORMATION			
Show Name:			
Contractor:			
Booth Number(s):		Show Date:	
Venue:			

S. CALIFORNIA DISTRICT
SERVICE AREA: CA (SW), HI
Please fax or mail both pages to:
 CORT Trade Show Furnishings
 1170 N. Anaheim Blvd.
 Anaheim, CA 92801
Phone: 714-517-7400
Fax: 714-517-7474

ORDER INFORMATION	
Exhibiting Co:	
Address:	
City, State, Zip:	
Phone:	
Fax:	
Contact:	
Email:	
Authorized By:	

PAYMENT INFORMATION			
Order Total:			
Late Order Fee: (Add 30%)			
State Tax: (excluding NV, CA & OR)			
TOTAL DUE:			
Credit Card:			
Exp Date:		BILLING ZIP CODE:	
Name (Print):			
Signature:			

PAYMENT: In order to guarantee delivery, all orders must be received and full payment made no later than 14 days prior to the show. Payment may be made by credit card or a check drawn on a U.S. bank unless prior arrangements were made.

LATE ORDERS: Orders received within 14 days prior to show opening are subject to a 30% late order fee.

CANCELLATIONS: If cancelled within 14 days prior to move-in, a 50% charge will be applied. Cancellations made after move-in begins receive no refund.

CODE	QTY	ITEM	DESCRIPTION	2015	TOTAL
PREMIER COLLECTIONS					
CHR003		Roma Chair	White Vinyl	\$ 409	
SFA003		Roma Sofa	White Vinyl	\$ 599	
CHR001		Mirabel Chair	Brown Leather	\$ 386	
SFA001		Mirabel Sofa	Brown Leather	\$ 592	
CHR002		Allegro Chair	Blue Fabric	\$ 369	
SFA002		Allegro Sofa	Blue Fabric	\$ 525	
OCB		Key West Chair	Black	\$ 299	
LSM		Key West Loveseat	Black	\$ 369	
SOM		Key West Sofa	Black	\$ 423	
OTS		South Beach Ottoman	Platinum Suede	\$ 239	
SO1		South Beach Sofa	Platinum Suede	\$ 499	
SO2		South Beach Sectional	Platinum Suede, 3pc	\$ 1,198	
TANCHR		Tangiers Chair	Beige Textured	\$ 324	
TANSOF		Tangiers Sofa	Beige Textured	\$ 499	
NPLCHR		Naples Chair	Black Vinyl	\$ 439	
NPLLOV		Naples Loveseat	Black Vinyl	\$ 529	
NPLSOF		Naples Sofa	Black Vinyl	\$ 629	
HC008		Heathrow Corner Chair	Black Vinyl	\$ 419	
HCH08		Heathrow Chair	Black Vinyl	\$ 389	
HEA08		Heathrow Sofa	Black Vinyl	\$ 499	
HS008		Heathrow Sectional	Black Vinyl, 3pc	\$ 1,309	
OCCASIONAL CHAIRS					
CCE		Ice Chair	Transparent, Chrome	\$ 165	
LABREA		La Brea Swivel Chair	Charcoal Gray	\$ 309	
MADGRY		Madden Arm Chair	Light Gray, Vinyl	\$ 319	
BCW		Madrid Chair	White Leather	\$ 562	
OCH		Madrid Chair	Black Leather	\$ 562	
SWAN		Swanson Swivel Chair	White Vinyl	\$ 269	
OCA		T-Vac Chair	Translucent, Chrome	\$ 209	
MEETING CHAIRS					
OCMESP		Meeting Chair	Espresso Leather	\$ 209	
OCMTAU		Meeting Chair	Taupe Fabric	\$ 205	
GROUP SEATING					
XC6		Altura Guest Chair	Black Crepe	\$ 232	
CS8		Berlin Chair	Black, White	\$ 95	
CS9		Berlin Chair	Red, White	\$ 95	
SC3		Brewer Chair	Onyx, Black	\$ 131	
XCHR		Christopher Chair	White Vinyl, Chrome	\$ 79	
DUET		Duet Chair	Black, Chrome	\$ 49	

CODE	QTY	ITEM	DESCRIPTION	2015	TOTAL
SC8		Flex Chair w/ Wheels	Black	\$ 129	
SCC		Fusion Chair	Clear, White	\$ 105	
SCD		Fusion Chair	Green, White	\$ 105	
SCE		Fusion Chair	Red, White	\$ 105	
SCF		Fusion Chair	Black, White	\$ 105	
CO4		Iso Mesh Chair	Black	\$ 221	
SC4		Jetson Chair	Black	\$ 145	
XC3		Luxor Guest Chair	Black Leather	\$ 261	
SC1		New York Chair	Black, Maple	\$ 145	
SC9		Panton Chair	White	\$ 149	
SC10		Razor Armless Chair	White	\$ 59	
RSTDIN		Rustique Chair w/ arms	Gunmetal	\$ 109	
CH002		Wendy Chair	Clear Acrylic	\$ 89	
EXECUTIVE CHAIRS					
OTO		Perth High Back	Black	\$ 318	
PROEXE		Pro Executive High Back	White Classic Vinyl	\$ 279	
XC1		Luxor High Back	Black Leather	\$ 302	
XC2		Luxor Mid Back	Black Leather	\$ 284	
XC4		Altura High Back	Black Crepe	\$ 278	
XC5		Altura Mid Back	Black Crepe	\$ 255	
UTILITY CHAIRS					
DF1		Altura Drafting Stool	Black Crepe	\$ 229	
SY1		Altura Steno Chair	Black Crepe	\$ 149	
BARSTOOLS					
BCE		Ice Barstool	Transparent, Chrome	\$ 199	
BS001		Shark Barstool	White, Chrome	\$ 239	
BS002		Zoey Barstool	White, Chrome	\$ 219	
BS003		Zoey Barstool	Black, Chrome	\$ 219	
BSC		Oslo Barstool	White	\$ 197	
BSD		Oslo Barstool	Blue	\$ 197	
BSL		Gin Barstool	Maple, Chrome	\$ 149	
BSN		Jetson Barstool	Black	\$ 200	
BSS		Banana Barstool	Black, Chrome	\$ 187	
BST		Banana Barstool	White, Chrome	\$ 187	
ROLLBL		Lift Barstool	Black Vinyl	\$ 159	
ROLLGY		Lift Barstool	Gray Vinyl	\$ 159	
ROLLRD		Lift Barstool	Red Vinyl	\$ 159	
ROLLWH		Lift Barstool	White Vinyl	\$ 159	
RSTSTL		Rustique Barstool	Gunmetal	\$ 99	

SHOW NAME:						BOOTH:	
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CODE	QTY	ITEM	DESCRIPTION	2015	TOTAL
BARS					
BR1		Martini Bar	Gray Metal, Frosted Glass Top	\$ 1,011	
BRC		Martini Bar Circle	3 Martini Bars	\$ 2,911	
OTTOMANS					
BNO08		Bench Ottoman	Black Vinyl	\$ 309	
BNO75		Bench Ottoman	White Vinyl	\$ 309	
CCB		Circle Ottoman	Black Leather	\$ 479	
CCW		Circle Ottoman	White Leather	\$ 479	
CCZ		Circle Ottoman	Black/White Leather	\$ 479	
CUBL20		Edge LED Cube Ottoman	White, Plastic	\$ 148	
END02B		Endless Square Ottoman	Black	\$ 269	
END02W		Endless Square Ottoman	White	\$ 269	
OSC		Milano Cube Ottoman	White Leather	\$ 95	
OTH		Milano Cube Ottoman	Black Leather	\$ 95	
OTK		Half Round Ottoman	Black Leather	\$ 290	
OTL		Half Round Ottoman	White Leather	\$ 290	
PUZZSW		Puzzle Bench Ottoman	White	\$ 232	
SAL		Sally Stool/Ottoman	White	\$ 69	
VIB01		Vibe Cube Ottoman	Green Vinyl	\$ 105	
VIB02		Vibe Cube Ottoman	Blue Vinyl	\$ 105	
VIB03		Vibe Cube Ottoman	Pink Vinyl	\$ 105	
VIB04		Vibe Cube Ottoman	Red Vinyl	\$ 105	
VIB05		Vibe Cube Ottoman	Yellow Vinyl	\$ 105	
VIB06		Vibe Cube Ottoman	Gold/Bronze Vinyl	\$ 105	
VIB07		Vibe Cube Ottoman	Beige Vinyl	\$ 105	
VIB08		Vibe Cube Ottoman	Orange Vinyl	\$ 105	
COCKTAIL TABLES					
C1C		Geo Cocktail Table	Glass, Chrome	\$ 189	
C1D		Soho Cocktail Table	Espresso, Metal	\$ 299	
C1E		Silverado Cocktail Table	Glass, Chrome	\$ 209	
C1F		Geo Cocktail Table	Glass, Black	\$ 189	
C1K		Inspiration Cocktail Table	Glass, Brushed Steel	\$ 233	
C1W		Sydney Cocktail Table	White, Brushed Steel	\$ 212	
C1Y		Sydney Cocktail Table	Black, Brushed Steel	\$ 212	
COLI		Oliver Cocktail Table	Walnut Finish	\$ 180	
SIDE & END TABLES					
AURA		Aura Round Table	White Metal	\$ 109	
CDYTB		Candy Table	Black Top	\$ 159	
CUBTBL		Edge LED Cube Table	Plastic, Plexi Top	\$ 149	
E1C		Geo End Table	Glass, Chrome	\$ 185	
E1D		Soho End Table	Espresso, Metal	\$ 269	
E1E		Silverado End Table	Glass, Chrome	\$ 199	
E1F		Geo End Table	Glass, Black	\$ 185	
E1K		Inspiration End Table	Glass, Brushed Steel	\$ 219	
E1W		Sydney End Table	White, Brushed Steel	\$ 191	
E1Y		Sydney End Table	Black, Brushed Steel	\$ 191	
EOLI		Oliver End Table	Walnut Finish	\$ 160	
ETBL		E Table	Wood	\$ 134	
NEMSAC		Mosaic Tables	Set of 3	\$ 219	
TMBTBL		Timber Table	Wood	\$ 129	
CONFERENCE & TRAINING TABLES					
C508GR		8' Table	Granite	\$ 419	
CB1		42" Round Table	Graphite Nebula	\$ 289	
CB2		6' Conference Table	Graphite Nebula	\$ 355	
CB3		8' Conference Table	Graphite Nebula	\$ 419	
CC5		42" Round Table	Mahogany	\$ 289	
CC6		6' Table	Mahogany	\$ 355	
CC7		8' Table	Mahogany	\$ 419	
CC8		10' Table	Mahogany	\$ 629	
CD2		6' Conference Table	Gray Nebula	\$ 355	
CD3		8' Conference Table	Gray Nebula	\$ 419	
CE1		Geo Table, Rnd Sq	Glass, Chrome	\$ 239	
CE2		Geo Table, Rectangle	Glass, Chrome	\$ 339	
CF1		Geo Table, Rnd Sq	Glass, Black	\$ 239	
CF2		Geo Table, Rectangle	Glass, Black	\$ 339	
CG1		Manhattan Table	Glass, Black	\$ 249	
CONF42		42" Round Table	White Laminate	\$ 289	
CT06GR		6' Table	Granite	\$ 355	
CT10GR		10' Table	Granite	\$ 629	
OCT6W		Nova Oval Table	White, Silver Legs	\$ 399	
MERLIN		Merlin Multi Use Table	Gray Laminate, Black	\$ 259	
WD3		Work Table	White Laminate, White	\$ 249	
G30 COMMUNAL TABLES					
G30BMS		G30 Bar Table	Maple Top	\$ 499	
G30BWS		G30 Bar Table	White Top	\$ 499	
G30CMS		G30 Cocktail Table	Maple Top	\$ 279	
G30CWS		G30 Cocktail Table	White Top	\$ 279	
G30DMS		G30 Café Table	Maple Top	\$ 399	
G30DWS		G30 Café Table	White Top	\$ 399	

CODE	QTY	ITEM	DESCRIPTION	2015	TOTAL
G30 COMMUNAL TABLES W/ GROMMET HOLES					
G30BMW		G30 Bar Table	Maple Top	\$ 499	
G30BWW		G30 Bar Table	White Top	\$ 499	
G30CMW		G30 Cocktail Table	Maple Top	\$ 279	
G30CWW		G30 Cocktail Table	White Top	\$ 279	
G30DMW		G30 Cafe Table	Maple Top	\$ 399	
G30DWW		G30 Cafe Table	White Top	\$ 399	
BAR TABLES W/ STANDARD BLACK BASE					
30MHSB		30" Round Bar Table	Mahogany Top	\$ 217	
VTB		30" Round Bar Table	Brushed Red Top	\$ 185	
VTC		30" Round Bar Table	Brushed Blue Top	\$ 185	
VTG		30" Round Bar Table	Silver Textured Top	\$ 185	
VTJ		30" Round Bar Table	Graphite Nebula Top	\$ 185	
VTK		30" Round Bar Table	Maple Top	\$ 185	
VTN		36" Round Bar Table	Graphite Nebula Top	\$ 199	
VTP		36" Round Bar Table	Maple Top	\$ 199	
VTW		36" Round Bar Table	White Laminate Top	\$ 199	
BAR TABLES W/ TULIP CHROME BASE					
30MHTB		30" Round Bar Table	Mahogany Top	\$ 285	
WTB		30" Round Bar Table	Brushed Red Top	\$ 285	
WTC		30" Round Bar Table	Brushed Blue Top	\$ 285	
WTJ		30" Round Bar Table	Graphite Nebula Top	\$ 285	
WTK		30" Round Bar Table	Maple Top	\$ 285	
WTS		30" Round Bar Table	Silver Textured Top	\$ 285	
WTN		36" Round Bar Table	Graphite Nebula Top	\$ 299	
WTP		36" Round Bar Table	Maple Top	\$ 299	
WTW		36" Round Bar Table	White Laminate Top	\$ 299	
CAFE TABLES W/ STANDARD BLACK BASE					
30MHSC		30" Round Café Table	Mahogany Top	\$ 208	
ZTB		30" Round Café Table	Brushed Red Top	\$ 169	
ZTC		30" Round Café Table	Brushed Blue Top	\$ 169	
ZTG		30" Round Café Table	Silver Textured Top	\$ 169	
ZTJ		30" Round Café Table	Graphite Nebula Top	\$ 169	
ZTK		30" Round Café Table	Maple Top	\$ 169	
ZTN		36" Round Café Table	Graphite Nebula Top	\$ 184	
ZTP		36" Round Café Table	Maple Top	\$ 184	
ZTQ		36" Round Café Table	White Laminate Top	\$ 184	
CAFE TABLES W/ TULIP CHROME BASE					
30MHTC		30" Round Café Table	Mahogany Top	\$ 269	
XTB		30" Round Café Table	Brushed Red Top	\$ 269	
XTC		30" Round Café Table	Brushed Blue Top	\$ 269	
XTJ		30" Round Café Table	Graphite Nebula Top	\$ 269	
XTK		30" Round Café Table	Maple Top	\$ 269	
XTS		30" Round Café Table	Silver Textured Top	\$ 269	
XTN		36" Round Café Table	Graphite Nebula Top	\$ 285	
XTP		36" Round Café Table	Maple Top	\$ 285	
XTR		36" Round Café Table	White Laminate Top	\$ 285	
BOOKCASES & PRODUCT DISPLAYS					
BC6		Bookcase	Mahogany	\$ 289	
BC7		Bookcase	Granite	\$ 259	
ET1		Etagere	Pewter, Metal/Glass	\$ 259	
ET2		Etagere	Black, Metal/Glass	\$ 259	
PDL		Locking Pedestal	Black	\$ 359	
PMB36		Plastic Pedestal, 36"	Black	\$ 299	
PMB42		Plastic Pedestal, 42"	Black	\$ 349	
PDL36B		Powered Locking Pedestal, 36"	Black	\$ 359	
PDL36W		Powered Locking Pedestal, 36"	White	\$ 359	
PDL42B		Powered Locking Pedestal, 42"	Black	\$ 429	
PDL42W		Powered Locking Pedestal, 42"	White	\$ 429	
DESKS & CREDENZAS					
JD6		Executive Desk	Mahogany	\$ 419	
JD7		Executive Desk	Granite	\$ 409	
CR6		Credenza	Mahogany	\$ 419	
CR7		Credenza	Granite	\$ 399	
L26		Lateral File	Mahogany	\$ 329	
L27		Lateral File	Granite	\$ 319	
VF2		Vertical File, 2 Drawer	Light Gray	\$ 140	
VF4		Vertical File, 4 Drawer	Light Gray	\$ 191	
FRIDGES					
R1Q		Refrigerator, Small	White, 4.0 cubic feet	\$ 229	
R1R		Refrigerator, Large	White, 14.0 cubic feet	\$ 652	
MOBILE TABLET STANDS					
TBSTDW		Mobile Tablet Stand	White	\$ 209	
TBSTND		Mobile Tablet Stand	Black	\$ 209	
TBBCHR		Brochure Holder	Black	\$ 49	
TBPNTR		Wireless Printer Holder	Black	\$ 49	
TBSHLF		Charging Shelf	Black	\$ 49	
LAMPS					
LA14		Mason Table Lamp	Brushed Silver	\$ 108	
LA15		Mason Floor Lamp	Brushed Silver	\$ 165	



EXPOSITION SERVICES

BOMA International's Annual Conference & Expo

Los Angeles Convention Center
Los Angeles, CA
June 28-30, 2015Order
Form

Submit this form if you wish to rent a hardwall exhibit from Brede.

Please contact Brede if you would like to inquire about our Custom Rental Exhibits.

Enter the Rental Exhibits Total below on Order Summary / Payment form.

Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: June 5, 2015



Plan A: 10' N-Line Option Includes:

- Hardwall Panels • Carpet • (1) side chair • (1) counter • (2) shelves • Header • Labor to Install & Dismantle

Qty	Item	Advance	Standard	Subtotal
	White Hardwall Panels	\$ 2,730.00	\$ 3,255.00	\$
	Color Hardwall Panels	\$ 3,070.00	\$ 3,450.00	\$
	Velcro Compatible Panels	\$ 3,150.00	\$ 3,775.00	\$



Plan B: 20' N-Line Option Includes:

- Hardwall Panels • Carpet • (2) side chair • (1) counter • (4) shelves • Header • Labor to Install & Dismantle

Qty	Item	Advance	Standard	Subtotal
	White Hardwall Panels	\$ 3,950.00	\$ 5,100.00	\$
	Color Hardwall Panels	\$ 4,275.00	\$ 5,500.00	\$
	Velcro Compatible Panels	\$ 4,370.00	\$ 5,650.00	\$

Color
Options:

Select Panel Color (Hardwall Color/Velcro Panels)

☐ Black☐ Blue☐ Grey

Select Carpet Color:

☐ Black☐ Blue☐ Teal☐ Gold☐ Red☐ Plum☐ Grey☐ Burgundy☐ Forest GreenHeader
Copy:

Header Copy - One line with block letters:

(Please print clearly. Logos, color, & special lettering available at an additional cost. Call for quote.)

Additional
Options

Qty	Item	Advance	Standard	Subtotal
	Standard Counter 18"x39"x40"	\$ 380.00	\$ 490.00	\$
	Adjustable Shelves	\$ 68.00	\$ 88.00	\$
	Spot Lights (use w/ rental only)	\$ 57.00	\$ 74.00	\$

Additional booth furnishings can be found throughout manual. Look for upgraded carpet, carpet pad, graphics, chairs, etc.



Why Choose Custom?

Every exhibitor wishes to present a strong positive image of their company. What better way to do this than with a personalized exhibit?

Important
Notes

- Electricity is not included with rental.
- Cancelled orders will be charged 100% of the original price.
- A credit card on file is required when using Brede National Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal \$

9% CA Tax \$

Est. Total \$

- Transfer this total to the Order Summary / Payment form.
- Payment Method must be completed to process orders.
- Orders received without full payment will not be processed.

Booth Number

Exhibiting Company

COMPLETE and SUBMIT this form:

by mail Brede National Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA by fax 301.937.2952

Brede Rental Exhibits

Brede

EXPOSITION SERVICES

BOMA International's Annual Conference & Expo

BOMA
International

Los Angeles Convention Center
Los Angeles, CA
June 28-30, 2015

Why Choose Custom?

Exhibitors will have full access to Brede Exposition Services' design expertise. A Brede Design Specialist is available to create a customized exhibit that is within your desired budget. An attractive and functional exhibit will complement your marketing strategy, maximize your booth space, and enhance your presence on the show floor.

Inline



10x20



10x20

Island



20x20

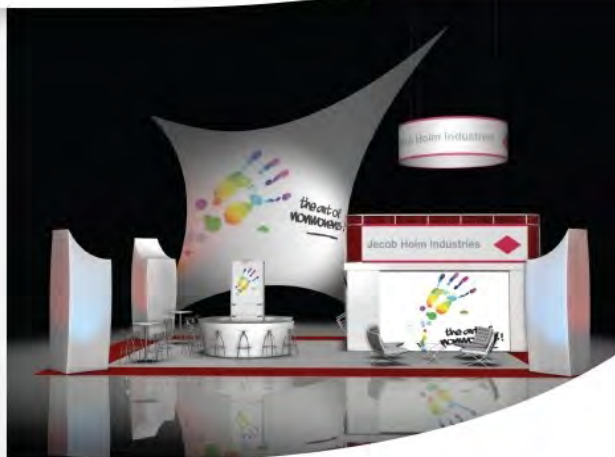


15x30

Island



15x20



30x45

Custom Rental Exhibits



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phone 301.937.8600
fax 301.937.2952
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Brede

EXPOSITION SERVICES

BOMA International's Annual Conference & Expo

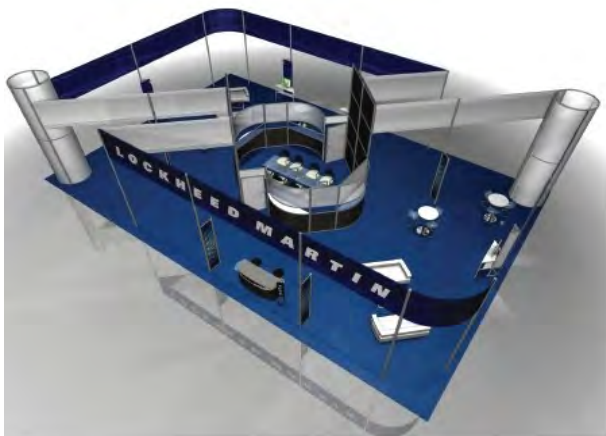
BOMA
International

Los Angeles Convention Center
Los Angeles, CA
June 28-30, 2015

**Why
Choose
Custom?**

We will work with you to create a customized exhibit to showcase your company. Most importantly, the Brede Design Team will work with you from the beginning concept through on-site completion.

Custom

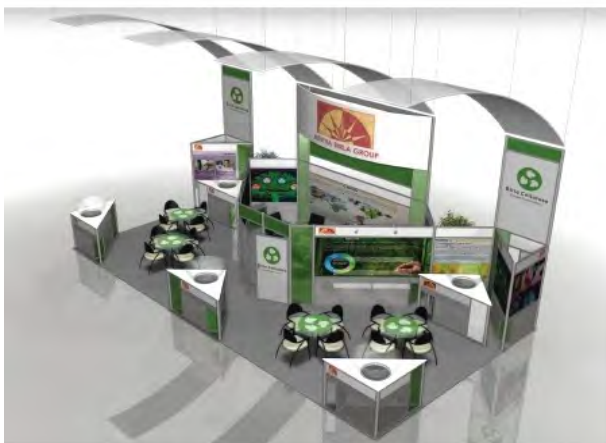


40x60



20x30

Custom



20x40



30x50

Custom



40x80



20x45

Custom Rental Exhibits



Find more on Brede.com



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e-mail jalexander@brede.com



EXPOSITION SERVICES

BOMA International's Annual Conference & Expo



Los Angeles Convention Center
Los Angeles, CA
June 28-30, 2015



Information Form

*Brede National Exposition Services' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged as described below.
Please make your show site representative aware of the following policy.*

Limitations of Brede National Exposition Services' Liability and Responsibility

1. Brede National Exposition Services shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Brede National Exposition Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
3. Brede National Exposition Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. Brede bills of lading covering outgoing shipments which are tendered to Brede National Exposition Services by exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
4. Brede National Exposition Services shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's material which make it impossible or impractical to exhibit same.
5. The consignment or delivery of a shipment to Brede National Exposition Services by an exhibitor, or by any shipper on behalf of any exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.
6. Brede National Exposition Services shall exercise ordinary diligence and care in the receiving, handling and storage of all shipments. Brede National Exposition Services shall not be liable for loss or damage by fire, acts of God, or causes beyond its control. Brede Exposition Service's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. In any case, the liability of Brede National Exposition Services is limited to \$.30 per pound per article, with a maximum of \$50.00 per item, and a maximum of \$1,000.00 per shipment. This applies while these goods are in Brede's warehouse, in vehicles for delivery, or at show site.
7. Claims for loss or damage which are not submitted to Brede National Exposition Services within thirty (30) days of the close of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against Brede National Exposition Services or its subcontractors more than one (1) year after the accrual of the cause of action therefore.
8. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Brede National Exposition Services for such shipments.
9. Empty container labels will be available at the service desk. Affixing the labels is the sole responsibility of the exhibitor or his/her representative. All previous labels should be removed or completely covered. Brede National Exposition Services assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without Brede National Exposition Services labels, improper information on empty labels, or valuables stored in containers with empty labels.
10. Exhibitors should arrange for outgoing shipments during the show or immediately after its close. Brede will assist in the preparation of Brede bills of lading. Be sure that your material has been carefully crated or packed, and properly tagged or marked.
11. In order to expedite removal of materials, Brede National Exposition Services shall have authority, without further clearance with exhibitors, to change designated carriers.
12. Labor and services ordered on behalf of exhibitors by display builders or other parties must be so authorized in a letter from exhibitors. Payment for all labor and services will be the responsibility of the exhibitor.
13. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.

The exhibitor agrees, in the event of a dispute with Brede National Exposition Services relative to any loss or damage to any of their materials or equipment, that they will not withhold payment of any amount due to Brede National Exposition Services for Drayage or any other services provided by Brede National Exposition Services as an offset against the amount of the alleged loss or damage. Instead, they agree to pay Brede National Exposition Services at the close of the show for all such charges, and they further agree that any claim they may have against Brede National Exposition Services shall be pursued independently by them as a completely separate transaction to be resolved on its own merits.

14. Service charge of 1-1/2% per month on any unpaid balance will be made starting 30 days after date of invoice.
15. Where an exhibitor indicates choice of carrier for pickup it is the exhibitor's responsibility to arrange with such carrier for said pickup service. If the carrier does not pick up within the time limited for the removal of exhibitor's materials at the Exhibit Hall, we reserve the right to forward such material by the shipping method of our choice or to remove said material to our warehouse for disposition, at an additional charge to the exhibitor in accordance with prevailing rates for the service performed.
16. Material left behind without orders placed at the Drayage Service Desk may be classified as abandoned. The Drayage Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.
17. **EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE** covering your materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood that Brede National Exposition Services is not an insurer, that insurance, if any, shall be obtained by the exhibitor and the amounts payable to Brede National Exposition Services hereunder are based on the value of the material handling services and the scope of Brede National Exposition Services liability as set forth above.



[Find more on Brede.com](http://Brede.com)



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e-mail jalexander@brede.com



EXPOSITION SERVICES

BOMA International's Annual Conference & Expo



Los Angeles Convention Center
Los Angeles, CA
June 28-30, 2015



Information Form

Brede National Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.

Exhibitors may choose to ship freight to the advance warehouse or directly to show site. Brede will receive and manage the freight at the warehouse and on show site as described in the following pages. Material handling fees are paid to Brede for these material handling services, and are separate from and independent of freight transportation charges, which are paid to a freight carrier such as YRC, ABF, FedEx, or any other carrier of the exhibitor's choosing. Exhibitors are responsible for securing a carrier of their choosing and arranging freight transportation to and from the event, and all associated transportation fees.

Advance Shipments to the Warehouse

Deadlines and Info

- Receiving begins **30 days prior to exhibitor move-in.**
- Shipments received at the warehouse after **June 12, 2015** are subject to additional charges.
- Ship pre-paid; collect shipments will be refused
- Uncrated, pad wrapped or specialized equipment will not be accepted at the warehouse.
- Hazardous materials will not be accepted at the warehouse.

Advantages

There are several advantages to shipping advance to the warehouse versus directly to the show site:

- Exhibitors can confirm shipment has arrived and is intact in advance of the move-in date.
- Materials will be delivered to your booth prior to your arrival on site.
- Delivery dates and times are more flexible.

Advance Warehouse Rates

See below for definitions and descriptions of warehouse rates, and the *Material Handling Rates* form for the associated fees.

All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

Rates Include

Warehouse material handling rates include the following:

- Receiving exhibitor shipment at the advance warehouse, and storage beginning 30 days prior to the show.
- Movement of all exhibitor freight from warehouse to exhibit site.
- Materials unloaded and delivered to booth by move-in time.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, and returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the Brede Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier from the loading dock.

Crated or Skidded

Use this rate for shipments that arrive via common carrier such as YRC, ABF, etc., and can be unloaded at the dock with no additional handling required. Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Special Handling

Use this rate for shipments that are crated van line shipments or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments without certified weight tickets or delivery receipts, such as FedEx, UPS, POVs (personally owned vehicles).



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EXPOSITION SERVICES

BOMA International's Annual Conference & Expo



Los Angeles Convention Center
Los Angeles, CA
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Information Form

Brede National Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.

Direct Shipments to Show Site

Deadlines and Info

- Do not ship to the facility prior to **June 26, 2015**. Early shipments to show site may be refused. Brede National Exposition Services will be on show site at the loading dock to receive exhibitor materials only during move-in hours.
- Ship pre-paid; collect shipments will be refused.
- Hazardous materials will not be accepted at show site.

Direct to Show Site Rates

See below for definitions and descriptions of direct to show site rates, and the *Material Handling Rates* form for the associated fees.

All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

Rates Include

Direct to show site material handling rates include the following:

- Materials unloaded at loading dock and delivered to booth by move-in time.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, and returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the Brede Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier from the loading dock.

Crated or Skidded

Use this rate for shipments that arrive via common carrier such as YRC, ABF, etc., and can be unloaded at the dock with no additional handling required. Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Special Handling

Use this rate for shipments that are crated van line shipments or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments without certified weight tickets or delivery receipts, such as FedEx, UPS, POVs (personally owned vehicles).

Uncrated, Unskidded, or Wrapped

Use this rate for shipments that are not in crates, cases, or boxes and/or pad wrapped, specialized equipment, unskidded machinery or uncrated POV shipments. Uncrated shipments are received at show site only.

Overtime Charges

Inbound

Overtime charges apply on inbound shipments if:

- Your shipment is to be delivered to your booth before 8:00 am or after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- Your shipment is received at the warehouse, and is delivered to show site before 8:00 am or after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- A vehicle driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday.

Outbound

Overtime charges apply on outbound shipments if:

- Your shipment is loaded after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- Your carrier driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday.



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EXPOSITION SERVICES

BOMA International's Annual Conference & Expo



Los Angeles Convention Center
Los Angeles, CA
June 28-30, 2015



Information Form

Brede National Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.

Material Handling Documentation

Inbound Bill of Lading

All inbound shipments must have a Bill of Lading or delivery slip showing the number of pieces, type of merchandise and weight. Shipments received without this information will be delivered to exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Brede for such shipments. Billed weight is based on incoming weight, whether outbound services are used completely or in part. The weight is rounded up to the next one hundred pounds (100 lbs) and is taken from the inbound Bill of Lading and/or the certified weight ticket. Separate shipments will not be combined. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by Brede. This weight will prevail.

Advance Warehouse Shipping Address

TO: Exhibiting Company Name and Booth #
FOR: 2015 Every Building Expo
Brede National Exposition Services
c/o YRC Freight
9933 E. Beverly Blvd
Pico Rivera, CA 90660

- Use this address and information on your inbound bill of lading if shipping your freight to the Advance Warehouse.
- Please use the freight labels provided in this service manual.
- Receiving hours: M - F 8:00 a.m. to 4:00 p.m.
- All shipments must be prepaid: collect shipments will be refused.
- Brede does not accept shipments that are not consigned to Brede National Exposition Services. Such shipments will be refused.
- **All shipments to the Advance Warehouse must arrive by June 12, 2015 to avoid late charges.**

Direct to Show site Shipping Address

TO: Exhibiting Company Name and Booth #
FOR: 2015 Every Building Expo
c/o Brede National Exposition Services
Los Angeles Convention Center
West Halls A-C
1201 S. Figueroa St
Los Angeles, CA 90015

- Use this address and information on your inbound bill of lading if shipping your freight Direct to Show site.
- Please use the freight labels provided in this service manual.
- All shipments must be prepaid: collect shipments will be refused.
- Brede does not accept shipments that are not consigned to Brede National Exposition Services. Such shipments will be refused.
- **Shipments will be received at the facility no sooner than June 26, 2015 during move-in hours.**

Empty Containers, Labels

Exhibitors with crates or boxes that need to be returned to pack up booth equipment at the end of the show must affix empty labels on the containers as soon as they are empty. Empty labels will be available at the Brede Service Desk. Affixing the labels is the sole responsibility of the exhibitor. Brede assumes no responsibility for removal of containers with old empty labels, improper information on labels or valuables stored in containers with empty labels. Empty containers will be removed from the floor and stored until the close of the show. You will not have access to empty containers during the show. In most cases, empty containers may not be stored in your booth during the show as it is a fire hazard.

Outbound Bill of Lading

Outbound shipping is not an automatic process. Outbound Bills of Lading must be completed and turned in to the Brede Service Desk: **do not leave outbound Bills of Lading in your booth.** Exhibitors who wish to ship outbound materials via any carrier other than the show carrier must advise carrier to be checked in at the Brede Service Desk by the driver check-in time specified on the *Show Details* page. Drivers are placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Bill of Lading has been turned in to the Service Desk. Drivers whose Bills of Lading have not been turned in will be placed in a holding queue until the booth is packed and the Bill of Lading is turned in. Should your carrier fail to check in by the designated time, Brede reserves the right to re-route shipment via the official show carrier as necessary, at the exhibitor's expense.



[Find more on Brede.com](http://Brede.com)



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EXPOSITION SERVICES

BOMA International's Annual Conference & Expo



Los Angeles Convention Center
Los Angeles, CA
June 28-30, 2015



**Order
Form**

Submit this form if you will be shipping materials to the advance warehouse or show site.
Use the rates and calculator below to estimate your material handling charges.
Enter the Material Handling Estimate below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Material Handling Rate Schedule

- For full definitions and descriptions of all rates, and rules, see the *Material Handling Information* forms included in this manual.
- All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown below. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

Material Handling Rate

Rates below include any
applicable OT charges
per 100 lbs

Description	200 lb minimum charge
Advance to Warehouse: Crated	\$87.50
Direct to Show site: Crated	\$83.50
Advance to Warehouse: Special Handling	\$109.50
Direct to Show site: Special Handling	\$104.50
Machinery Rates Direct to Show site - Single piece weighing greater than 5,000#	N/A

Additional Services

Late shipments, off-target shipments & site shipments received before published move-in or after show opening. Freight received at the warehouse after June 12, 2015 or at show site prior to published move-in or after show opening, add an additional charge per 100 lbs. Additional transportation charges may apply.	\$25.00 per 100 lbs.
Spotting Fee. Any vehicles driven into the exhibit hall under their own power will incur a round-trip spotting fee. Vehicles not moved in under their own power will be unloaded and charged based on weight.	\$160.00 round trip
Special Services. Shipments returned to warehouse will be charged \$15.00 per 100 lbs. with a \$250.00 minimum. Storage will be charged if shipment is not routed or picked up after three working days. Storage fees prior to 30 days before show, or after 3 days following the show are \$1.25 per 100 lbs. per day with a \$35.00 minimum. On-site container storage for freight brought in by exhibitors is \$30.00 per piece.	

Calculate Estimated Material Handling Charges

Select: ☐ Advanced ☐ Direct

Carrier(s)	Tracking # or Shipped From	Date of Arrival	# Pieces	Est. Weight CWT	Rate per CWT	Estimated Cost 200 lb minimum
					X	= \$
					X	= \$
					X	= \$
Transfer this total to the <i>Order Summary / Payment</i> form. Payment Method must be completed to process orders. Orders received without full payment or credit card will not be processed.					TOTAL	\$

Show Site Contact Name _____

Show Site Phone _____

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede National Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA by fax 301.937.2952

Material Handling Rates



EXPOSITION SERVICES

BOMA International's Annual Conference & Expo



Los Angeles Convention Center
Los Angeles, CA
June 28-30, 2015



Order Form

Submit this form if you wish to display a vehicle at show site.
This form must be received by Brede prior to vehicles being received.
Enter the Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: June 5, 2015

Fire Regulations

- Vehicles may only be displayed in accordance with local fire regulations and prior approval of Show Management.

Delivery

Day _____ Date _____ Time _____ ☐ A.M. ☐ P.M.

Rate

# Vehicles	Round Trip Spotting Fee	Subtotal
X	\$160.00	= \$

- The Mobile Equipment rate applies to motorized vehicles only.
- If your equipment does not move under its own power, please call Brede for a price quote.
- Display materials transported in display vehicles are subject to material handling charges.
- Weights will be estimated by Brede unless documentation is provided.

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede National Exposition Services.
- All charges must be paid prior to close of show.

Calculate Total

Est. Total \$ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede National Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA by fax 301.937.2952

Mobile Equipment



Information Form

By completing and submitting the Material Handling order form, exhibitor acknowledges reading and accepting the terms and conditions included on the Material Handling Information forms, as well as the Limits of Liability form. Please review these money-saving tips to make the most efficient use of your material handling budget. Please make your show site representative aware of the following information.

Money-Saving Tips

In General

- Ship via common carrier to avoid possible special handling surcharges.
- Ship early to avoid overnight charges whenever possible.
- Furnish accurate weight tickets with your shipment.
- Properly label/address all shipments to avoid time-consuming re-routes, mis-deliveries, and delays. Remove old shipping labels before you send materials, and attach new labels with complete information. Shipping labels are provided in this service manual for your convenience.
- When shipping direct to show site, confirm in advance that your carrier can guarantee delivery of your freight to the exhibit facility during move-in dates. When possible, schedule shipments to arrive during straight time rather than overtime periods.
- Label your freight with the number of total pieces – example 1 of 3, 2 of 3 and 3 of 3.
- Take a copy of tracking numbers to the show, as well as origination and destination points, piece counts, arrival dates and phone numbers for tracking purposes.

Consolidate Your Shipment

- Separate shipments received by Brede will not be combined. The minimum 200 lb. charge applies to each shipment Brede receives.
- Consolidate your shipment whenever possible to avoid multiple minimum charges.

For example:

- o 1 piece weighing 36 lbs. charged @ 200 lb. minimum x \$87.50 per CWT = \$175.00
- o 1 piece weighing 62 lbs. charged @ 200 lb. minimum x \$87.50 per CWT = \$175.00
- o 1 piece weighing 54 lbs. charged @ 200 lb. minimum x \$87.50 per CWT = \$175.00

TOTAL cost of three shipments arriving separately: \$525.00

OR

- o 3 pieces totaling 152 lbs @ 200 lb minimum x \$87.50 per CWT = \$175.00

TOTAL cost of one consolidated shipment: \$175.00 Savings of \$350.00

- Shipments arriving at the same time from different destinations are considered separate shipments.
- Please be aware that small package handlers may split shipments resulting in Brede receiving multiple shipments.



[Find more on Brede.com](http://Brede.com)



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e-mail jalexander@brede.com

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

c/o YRC Freight

9933 E. Beverly Blvd

Pico Rivera, CA 90660

**BOMA 2015
The Every Building Expo**

Los Angeles Convention Center - West Halls A-C
Los Angeles, CA
June 28-30, 2015

Exhibitor

Booth

Late to warehouse charges apply after:

June 12, 2015

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

c/o YRC Freight

9933 E. Beverly Blvd

Pico Rivera, CA 90660

**BOMA 2015
The Every Building Conference**

Los Angeles Convention Center - West Halls A-C
Los Angeles, CA
June 28-30, 2015

Exhibitor

Booth

Late to warehouse charges apply after:

June 12, 2015

- These shipping labels are provided for your convenience to assist in preparing shipments to the advance warehouse.
- Please cut along dashed lines and affix one to each piece of your shipment to the advance warehouse.
- Please make additional copies of these labels as needed.

Important notes: Warehouse is not temperature controlled.

Hazardous materials will not be accepted at the warehouse.

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES
Los Angeles Convention Center
West Halls A-C
1201 S. Figueroa St
Los Angeles, CA 90015

**BOMA 2015
The Every Building Expo**

Los Angeles Convention Center - West Halls A-C
Los Angeles, CA
June 28-30, 2015

Exhibitor _____

Booth _____

***Do not deliver prior to:
June 26, 2015***

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES
Los Angeles Convention Center
West Halls A-C
1201 S. Figueroa St
Los Angeles, CA 90015

**BOMA 2015
The Every Building Expo**

Los Angeles Convention Center - West Halls A-C
Los Angeles, CA
June 28-30, 2015

Exhibitor _____

Booth _____

***Do not deliver prior to:
June 26, 2015***

- These shipping labels are provided for your convenience to assist in preparing shipments direct to the show site.
- Please cut along dashed lines and affix one to each piece of your shipment direct to the show site.
- Please make additional copies of these labels as needed.

Important note: Hazardous materials will not be accepted at show site.



EXPOSITION SERVICES

BOMA International's Annual Conference & Expo



Los Angeles Convention Center
Los Angeles, CA
June 28-30, 2015



Order Form Complete this form to request a pre-printed outbound bill of lading and shipping labels for your outbound shipment. Forms and labels will be delivered to your booth at show site.

Requests must be submitted by: June 5, 2015

Notes

- Please complete one form per shipment.
- Please review the *Material Handling Information*, *Material Handling Rate Schedule*, and *Limits of Liability* forms.
- **Do not leave Bills of Lading in your booth!**

Outbound Shipping Information

Consigned to (Ship to): _____
Attention: _____
Destination (Street Address): _____
City: _____ State: _____ Zip: _____

Method

Ground

☐ YRC Freight ☐ Other Ground _____

Air

☐ Adcom ☐ Other Air _____ ☐ Next Day ☐ 2nd Day ☐ Deferred

Freight Charges Guaranteed By

Company/Exhibitor: _____
Attention: _____
Permanent Street Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____

Shipping Labels Request

Label Request

of Shipping Labels Requested: _____

Exhibitors using FedEx or UPS must provide pre-printed labels with the account number.

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede National Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA by fax 301.937.2952

Bill of Lading & Labels Request



Exhibit Logistics
Complete capabilities for trade show success

Building on the best

Over the years, YRC Freight™ has gained a reputation for exhibit excellence. Our industry knowledge and experience translates into a direct benefit for General Service Contractors and exhibitors. YRC Freight provides a broad portfolio of transportation services for inbound and outbound exhibit shipments, including expedited and specialized services.

YRC Freight provides
Confidence Delivered.®

- Dedicated, experienced, and successful exhibit services team
- Flexible, reliable solutions designed to meet your specific needs
- Single-source provider for small package shipments, LTL, TL, Time-Critical and international shipments
- Comprehensive service throughout North America

Proven technology,
powerful teamwork

Gain confidence with YRC Freight. Our experienced team puts technology to work for you, with complete tracking and tracing capabilities, online rate quotes and the ability to partner with your system using API's, Hyperlinks, Web Service and or EDI.

Confidence Delivered.®

Sharpen your competitive edge

Improve your margin by partnering with YRC Freight Exhibit Logistics. Our complete capabilities give you a powerful competitive edge. YRC Freight Exhibit Logistics provides a flexible, reliable source for all the capabilities you and exhibitors need for trade show success.

Enjoy a bundle of benefits

- **Improved Margins** – Give your bottom line a boost. YRC Freight helps you turn logistics into a new profit stream.
- **Dedicated Customer Support Specialist** – Why spend time managing the Service desk? Let an expert from YRC Freight manage your transportation from the service desk for you! We take care of everything from small package shipments and LTL to TL and international shipments.
- **Time-Critical** – Any need. Any speed. Guaranteed.® Time-Critical is the smart option for exhibit shipments with special requirements, including air capabilities, TL service, or weekend pickups and deliveries. Time-Critical offers a 100 percent customer satisfaction guarantee*.
- **Sealed Exhibit™** – For patented protection and verifiable security throughout transit, only YRC Freight offers Sealed Exhibit. Gain peace of mind for high-value shipments and those that are difficult or expensive to package.

Deliver what exhibitors want

The time is right. Trust YRC Freight for complete exhibit logistics services. Our exhibit experts are ready to deliver confidence at every show, with every shipment. Contact a YRC Freight Exhibit Manager today.

* Subject to applicable Rules and Conditions Publications and Tariffs.

Proud sponsor of ESCA:

ESCA

Exhibition Services &
Contractors Association

yrcfreight.com | 800.610.6500 |  Live Chat





SERVICES:

- Door-to-show/
show-to-door service
- Economy to white
glove service to meet
any budget
- Exclusive use vehicles
and lift gate service
- Oversized and
heavyweight shipments
- On-site management
- International shipping
with customs brokerage
- Show to Show shipping
- Online Tracking
- Automatic proof
of delivery
- Secure nationwide
warehousing
and storage
- 24/7 availability and
service year round
- Crating/packing/
unpacking/
debris removal
- Compliance with Show
deadlines to help
exhibitors avoid penalties
and forced freight
- Customized quotes –
no hidden fees.

Brede

NATIONAL EXPOSITION SERVICES

OFFICIAL AIR FREIGHT CARRIER

Specializing in Event Logistics for 30 years

Adcom has the expertise to handle your tradeshow logistics efficiently and economically and the experience to comply with the show rules and deadlines.

At ADCOM, we set ourselves apart by **working smarter, moving faster, and responding to your needs beyond expectations.**

Find out why so many exhibitors put their trust in us – not just for one event – **but for all their shipping needs.**



 Adcom Worldwide DCA/PIT

 facebook.com/adcomdcapit

 @Adcom_DCA_PIT

reliable service. every time.

At Adcom Worldwide, we take pride in providing **exceptional customer service and reliability** for all your event/tradeshow freight shipping needs. Our goal is to keep our customers **stress free** when they have important goods to ship.

LEAVE THE LOGISTICS TO US!

Adcom Worldwide takes pride in having offered the finest specialized services available in the transportation industry for over twenty-five years. Our driving philosophy remains as it was in the beginning – to meet our customers' needs and surpass their expectations...**Without Fail!**

Contact us for a customized quote

The WCA membership voted ADCOM WORLDWIDE as the 'BEST NORTH AMERICAN AGENT' in 2013, 2011, 2010, 2009 and 2006 as well as the 'BEST WORLD AGENT' in 2010.

www.adcomworldwide-dca-pit.com • exhibitors@adcomworldwide.com

703.684.1900 • 800.486.7447



EXPOSITION SERVICES

BOMA International's Annual Conference & Expo



Los Angeles Convention Center
Los Angeles, CA
June 28-30, 2015



Information Form

We have provided these definitions to acquaint you with specific guidelines for labor. Trade shows, conventions and special events in this vicinity are governed by local union contracts. Please review the following information in order to better understand the applicable union jurisdictions. If you have any questions once you have read this, please address them directly to Brede National Exposition Services.

Material Handling

The Teamsters union claims jurisdiction over the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may only move material that can be hand-carried by one person in one trip. Hand-carried is defined as small cartons, packages, or portable laptop computers that usually weight less than 30 pounds. This union claims jurisdiction under all other circumstances. No one, other than the official contractor's employees, is allowed to use dollies, hand trucks, or other mechanical equipment. This includes, but is not limited to, I&D, hotel, and facility employees.

Brede National Exposition Services has the responsibility of receiving and handling all exhibit material and empty crates. It is our responsibility to manage the docks and schedule vehicles for the smooth and efficient move-in and move-out of the exposition. Brede will not be responsible, however, for any material they do not handle.

Booth Labor

The Decorators Union claim jurisdiction over all set-up and dismantling of exhibits including signs and carpet installation. This does not apply to the unpacking and placement of your merchandise (items produced by you for sales, scheduled for display in your booth, or literature describing same). Any installation of exhibits or displays which requires the use of hand tools, more than one person, longer than 30 minutes to install (including crating or uncrating), or exceeds ten feet in any direction, shall be installed by employees covered by the agreement.

Safety

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Brede cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in the assembly/dismantle of your booth, please order labor on the enclosed *Labor Order* form and the necessary ladders and tools will be provided.

Gratuities

Brede National Exposition Services requests that exhibitors do not tip our employees. Do not give coffee breaks other than mid-morning and mid-afternoon when union employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a Brede supervisor. Employees of Brede are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all Brede employees.

In General

Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed directly to Brede management personnel. It is recommended that any questions arising with regard to union jurisdiction or practices should be directed to a management representative of Brede.



[Find more on Brede.com](http://www.brede.com)



phone 301.937.8600

fax 301.937.2952

e-mail jalexander@brede.com



EXPOSITION SERVICES

BOMA International's Annual Conference & Expo



Los Angeles Convention Center
Los Angeles, CA
June 28-30, 2015



Order Form

Submit this form if you would like to order labor from Brede. Labor is available for installation and dismantling of exhibits, and for shrink wrapping and banding of materials.
Enter the Total below on Order Summary / Payment form.

Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: June 5, 2015

Option A: Brede Supervised

- Option for installation to occur prior to exhibitor's arrival.
- Reduce at-show expenses and time spent.
- Labor under Brede supervision is straight time when possible.

☐ Check for Brede Supervised Labor

Installation

Shipped:

- ☐ Warehouse
- ☐ Show site

Blueprints/Instructions:

- ☐ Attached
- ☐ with Display-Crate # _____

Shipment :

- ☐ Crates
- ☐ Boxes
- ☐ Carpet/Pad

Electrical under carpet:

- ☐ Yes ☐ No

Location: _____

Carpet:

- ☐ From Brede
- ☐ Shipped
- ☐ None

Delivery Date: _____

Special Equipment Required: _____

- Brede Supervision costs **30%** of total labor bill.
- There is a **\$50.00** minimum charge for supervision per installation and dismantle.

Dismantle

An Outbound Bill of Lading must be completed and turned in at the Brede Service Desk.

Please provide the following information:

Ship to: _____
Attn: _____
Address: _____
City, ST, Zip: _____

Official show carrier: ☐ Ground ☐ Air

Other carrier*: _____

*Show site Bill of Lading prevails.

Option B: Exhibitor Supervised

- All work is performed under direction of the exhibitor.
- Exhibitor must meet labor at Brede Service Desk at scheduled time.

☐ Check for Exhibitor Supervised Labor

Show Site Contact: _____

Phone #: _____

Labor Rates

Straight Time

Monday-Friday 8:00a.m.-4:30p.m.

\$94.75

per person per hour

Overtime

Monday-Friday 4:30 p.m.- 8:00 a.m.
All day Saturday, Sunday,
and observed union holidays

\$144.75

per person per hour

- **One hour minimum** per laborer. Labor is then charged in 1/2 hour increments per laborer.
- *Use labor rates at left to complete "Rate per laborer" column based on Straight, Overtime, or Double Time.
- Add Brede Supervision column only if using Option A.
- Multiply Subtotal Labor Cost by .30 for Brede Supervision cost.

Estimate Costs

	Date Time	# Laborers Requested	Est. Hrs. per laborer	Total Hrs.	Rate* per person	Subtotal	Brede Supervision (Subtotal X .30)	Estimated Cost
Installation	_____	X	=	X	= \$	+ \$	= \$	
Dismantle	_____	X	=	X	= \$	+ \$	= \$	

Important Notes

- A 30% surcharge will be assessed to all Late/Floor orders.
- Orders not cancelled prior to move-in will result in a minimum one-hour charge per laborer requested.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Exhibiting Company _____

Calculate Total

Est. Total \$ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders without payment source will not be processed.

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede National Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA by fax 301.937.2952

Labor



EXPOSITION SERVICES

BOMA International's Annual Conference & Expo



Los Angeles Convention Center
Los Angeles, CA
June 28-30, 2015



Order Form

Submit this form if you wish to rent forklift labor from ..
Enter the Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: June 5, 2015

This service is available to assist you with your setup, unskidding, and/or spotting of machinery once it has been delivered to your booth. You do not need to order forklifts to unload your truck or deliver your freight to your booth from the loading dock.

Please call your Brede Customer Service Representative for a quote if you require a forklift for over 5,000 lbs. capacity, a cage, or a crane.

Forklift Rates

	Up to 5,000 lbs. capacity forklift & operator per hour	Helper per person per hour	
Straight Time Monday-Friday 8:00a.m.-4:30p.m.	\$169.75	\$94.75	• One hour minimum per laborer. • Labor is then charged in 1/2 hour increments per laborer.
Overtime Monday-Friday 4:30 p.m. - 8:00 a.m. All day Saturday, Sunday, and observed union holidays	\$219.75	\$144.75	

Order Details

Describe work to be done:

- ☐ Spotting of Equipment
☐ Installation/Dismantle of Header
☐ Other _____

Please specify other equipment:

- ☐ Straps
☐ Chains
☐ Fork Extensions

Four (4) Stage Forklift Required: ☐ Yes ☐ No

Contact responsible for move-in: _____ Phone #: _____

Estimate Costs

	Date Time	Heaviest Piece (lbs.)	# of Forklifts up to 5,000 lbs. (w/Operator)	Est. Hrs. per Forklift	Rate per hour	Estimated Cost
Installation	_____	_____	_____	X	X \$	= \$
Dismantle	_____	_____	_____	X	X \$	= \$

Important Notes

- 30% surcharge will be assessed to all Late/Floor orders.
- One hour will be charged on orders cancelled without 48 hour notice.
- A credit card on file is required when using Brede National Exposition Services.
- All charges must be paid prior to close of show.

Calculate Total

Est. Total \$ _____

- Transfer this total to the Order Summary / Payment form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company _____

Booth Number _____

COMPLETE and SUBMIT this form:

by mail Brede National Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA by fax 301.937.2952

Forklift



EXPOSITION SERVICES

BOMA International's Annual Conference & Expo



Los Angeles Convention Center
Los Angeles, CA
June 28-30, 2015



Order Form

Submit this form if you wish to rent hanging signs labor from Brede National Exposition Services.
Brede is available for assembly, installation, and removal of any hanging signs.
Enter the Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: June 5, 2015

Signs Conditions

- Must conform to show management rules and regulations and facility limitations.
- Must have approved rigging points with the exception of cloth banners.
- Signs requiring electrical must be in working order and in accordance with the National Electrical Code.
(Place electrical order on the appropriate form).
- A detailed diagram must be forwarded to our office with this completed form prior to the show.

Hanging Signs Rates

Rate for Lift & Crew Per Hour

Straight Time
Monday-Friday 8:00a.m.-4:30p.m.

\$435.00

Overtime
Monday-Friday 4:30 p.m. - 8:00 a.m.
All day Saturday, Sunday,
and observed union holidays

\$590.00

- The minimum crew consists of an operator, an additional laborer, and the equipment.
- There is a **one hour minimum** per laborer & equipment. Charges are by 1/2 hour increments thereafter for installation.
- There is a **one hour minimum** charge for the removal of hanging signs.
- Materials and Pick Points will be priced as needed.

Order Details

Weight (lbs) **Height (ft)** **Length (ft)**

Type

- ☐ Fabric
☐ Metal
☐ Wood
☐ Truss

Shape

- ☐ Circle
☐ Square
☐ Triangle

Electrical

- ☐ Yes
☐ No

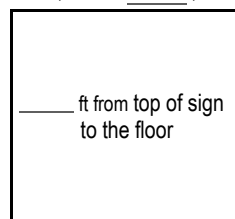
Chain Motor
☐ Yes
☐ No

Assembly Required

- ☐ Yes
☐ No

ft from left side
(booth # _____)

ft from top aisle
(booth # _____)



ft from right side
(booth # _____)

ft from bottom aisle
(booth # _____)

Estimate Costs

	Date Time	Hanging Signs Rate	Est. Hrs.	Subtotal Cost	Brede Supervision (Subtotal X .30)	Estimated Cost
Installation	_____	\$ _____	X _____ = _____	_____	+ \$ _____	= \$ _____
Dismantle	_____	\$ _____	X _____ = _____	_____	+ \$ _____	= \$ _____

Important Notes

- Brede reserves the right to refuse to hang a sign if, in their opinion, it appears unsafe.
- 30% surcharge will be assessed to all Late/Floor orders.
- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in will be charged a one-hour fee per crew & equipment.
- A credit card on file is required when using Brede National Exposition Services.
- All charges must be paid prior to close of show.

Exhibiting Company _____

Calculate Total

Est. Total \$ _____

- Transfer this total to the Order Summary / Payment form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede National Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA by fax 301.937.2952

Hanging Sign



EXPOSITION SERVICES

BOMA International's Annual Conference & Expo



Los Angeles Convention Center
Los Angeles, CA
June 28-30, 2015



Order Form

Submit this form if you will wish to order Brede's Cleaning / Porter Services for your booth in order to maintain booth cleanliness post set-up and throughout the show. Enter the Total below on Order Summary / Payment form.

Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: June 5, 2015

Cleaning Options

Select	Service	Days	Booth Size (100 sq. ft. minimum)	Advance (per sq. ft.)	Standard (per sq. ft.)	Subtotal
☐	Vacuum once prior to show opening. Includes emptying of waste baskets	1 X	X	\$0.48	\$0.62	\$
☐	Vacuum once prior to show opening and daily thereafter. Includes emptying of waste baskets	3 X	X	\$0.40	\$0.52	\$
☐	Mop / Tile cleaning service once prior to show opening.	1 X	X	\$0.25	\$0.30	\$
☐	Mop / Tile cleaning service once prior to show opening and daily thereafter.	3 X	X	\$0.30	\$0.35	\$

Porter Services

	Rates
Straight Time Mon - Friday 8:00am - 4:30pm (4hr minimum)	\$45.00 per hour
Overtime Monday-Friday 4:30 p.m. - 8:00 a.m. All day Saturday, Sunday, and observed union holidays	\$62.50 per hour

Date / Time	Hours	Rate* per hour	Estimated Cost
	X	X	= \$

If special cleaning services are required, please call the Brede Customer Service Department.

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Cleaning Total \$ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede National Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA by fax 301.937.2952

Booth Cleaning / Porter Services



EXPOSITION SERVICES

BOMA International's Annual Conference & Expo



Los Angeles Convention Center
Los Angeles, CA
June 28-30, 2015



Information Form

Accessible storage will be available to you at this show. If you need to store and access materials that you do not have space for in your booth, such as back up equipment or hand-outs for attendees, accessible storage is an area at show site designated to hold these items for you.



This is not an order form. This service must be ordered on-site.

Notes

- You must sign up for this service and pick up your labels at the Brede National Exposition Services desk.
- All freight received at the show will be delivered to your booth space first, and will be placed in accessible storage when properly labeled.
- This is not secured storage.
- This is not empty storage.
- Accessible storage items may not be the first items returned to your booth at the close of the show.
- There will be a 1/2 hour labor charge (minimum) each time something is placed into or removed from accessible storage. The charge will be applied at the corresponding rate for the time it is accessed.
- There is a one time set up charge of \$100.00.

Storage Rates

Size of Storage Space

sq. ft.

Rate

per day

0-25

\$ 75.00

26-50

\$ 150.00

51-100

\$ 200.00

101-150

\$ 250.00

151-200

\$ 300.00

Access Rates

There is a 1/2 hour labor charge (minimum) each time something is placed into or removed from accessible storage. The charge will be applied at the corresponding rate for the time it is accessed.



[Find more on Brede.com](http://www.brede.com)



phone 301.937.8600

fax 301.937.2952

e-mail jalexander@brede.com

Accessible Storage



EXPOSITION SERVICES

BOMA International's Annual Conference & Expo



Los Angeles Convention Center
Los Angeles, CA
June 28-30, 2015



Order Form

Submit this form if the exhibiting company intends to use a contractor other than Brede National Exposition Services. If the exhibiting company fails to comply with any or all of the requirements listed below, the non-official contractor will not be permitted to service your exhibit, and Brede National Exposition Services must be hired for installation and dismantle labor. The non-official contractor will be able to provide supervision only.

Contractor Requirements

Non-official contractors must use labor supplied by Brede National Exposition Services unless the following requirements are fulfilled:

- Exhibitors must return this completed form to Brede National Exposition Services at least thirty (30) days prior to the show.
- Non-official contractors must **submit proof of adequate insurance**, in the form of an original policy rider, listing Brede as an additional insured, furnished by their broker to Brede's office no later than thirty (30) days in advance of actual installation dates. This must include a copy of your Worker's Compensation Insurance.
- Non-official contractors must furnish show management the names, addresses and telephone numbers of key executives for emergency contact.
- All personnel must be properly badged at show site.

Non-official installation and dismantle contractors may provide supervision. Non-official contractors are allowed on the exhibit floor only during official installation and dismantle hours, providing the information above is supplied.

Contractor Information

NON-OFFICIAL CONTRACTOR:

ADDRESS:

PHONE#:

EMAIL ADDRESS:

CONTACT IN BOOTH:

FAX#:

CELL#:

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede National Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA by fax 301.937.2952

Non-Official I&D Contractor



EXPOSITION SERVICES

BOMA International's Annual Conference & Expo



Los Angeles Convention Center
Los Angeles, CA
June 28-30, 2015



Order Form

Submit this form if you wish to order signage from Brede.

Enter the Graphics Total below on Order Summary / Payment form.

Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: June 5, 2015

Standard Sizes

Standard signs are digitally produced with color copy, mounted on white foam board, and include up to 10 words.

Qty	Size	Advance	Standard	Subtotal
	11" X 14"	\$ 54.00	\$ 74.00	\$
	14" X 22"	\$ 68.00	\$ 88.00	\$
	22" X 28"	\$ 96.00	\$ 116.00	\$
	28" X 44"	\$ 129.00	\$ 166.00	\$

Indicate sign copy & layout here

*File conversion, retouching, cloning or color correcting may incur additional labor charges.

Custom Sizes

Brede can provide digital graphic reproduction in custom sizes. Please contact us for full-color, photo-quality, high resolution digital printing in virtually any size for banners, exhibit graphics and more.

Length	Width	Square footage	Advance	Standard	Subtotal
	X	=	\$19.00 per sq. ft.	\$22.00 per sq. ft.	= \$

Ten (10) sq. ft.
minimum order

☐ Foamcore

☐ Masonite

☐ PVC

☐ Plexi

☐ Gatorfoam

☐ Other

Select one

☐ Vertical

☐ Horizontal

Special instructions

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede National Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal \$

9% CA Tax \$

Signs Total \$

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede National Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA by fax 301.937.2952

Graphics



EXPOSITION SERVICES

BOMA International's Annual Conference & Expo



Los Angeles Convention Center
Los Angeles, CA
June 28-30, 2015



Information Form

Please be sure to inform your show site representative of the following fire regulations to ensure the safety of all parties throughout the duration of the show.

Booth Construction

Booths, platforms and space dividers shall be of materials that are rendered flame-retardant, satisfactory to the local fire department representatives. Coverings for counters or tables used within or as a part of the booth shall be flame-retardant. All electrical wiring and apparatus shall be of a 3-wire UL type approved.

Permits

A permit shall be required for the following:

- Display and operation of any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- Display or operation of any electrical, mechanical, or chemical device which may be deemed hazardous by the local fire department.
- Use or storage of flammable liquids and dangerous chemicals.
- Display of any internal combustion engine (special requirements available upon request).
- Use of any compressed gases (permit required for 32CF bottles 1/2 full or less).

Obstructions

Aisles and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily-seen locations and may be required to be posted with designating signs.

Flame Retardant Treatment

All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay, straw, moss, split bamboo, plastic cloth and similar materials shall be flame-retardant unless smaller than 1,232 square inches (28" x 44") if separated from other combustibles by a minimum of 12" horizontally and 24" vertically. Oil cloth, tar paper, nylon and certain other plastic materials cannot be made flame-retardant, therefore their use is prohibited.

Combustibles

Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the fire department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned security program, automobiles are allowed to retain 1 gallon or less of fuel, and gas caps must be taped. Batteries are to be disconnected and taped.

Storage behind booth backwall is strictly prohibited.



Find more on Brede.com



phone 301.937.8600
fax 301.937.2952
e-mail jalexander@brede.com

Welcome

2015 EVERY BUILDING CONFERENCE & EXPO

Presented by BOMA International and *BUILDINGS*

**LOS ANGELES CONVENTION CENTER
June 28-30, 2015 • Los Angeles, CA**

Commercial Real Estate—Inside & Out



Exhibitor Hospitality Menu

Los Angeles Convention Center

1201 S. Figueroa Street

Los Angeles, CA 90015

213-765-4480

213-765-4476 fax

Levy Restaurants



Los Angeles Convention Center

Food Services

Levy Restaurants is thrilled to have you as an exhibitor at the Los Angeles Convention Center. It is our hope that we will meet and exceed your expectations of your food service needs.

When making your plans for the show floor, please remember that we are the exclusive food and beverage provider, therefore any food and beverage sampling and giveaways require written authorization from a Catering Sales Manager.

Thank you in advance.

Please take a moment to read the follow notes:

- Make sure to get your orders in 3 weeks before the event, as a 10% late fee applies to all orders received after this time. Also, some items may not be available once on-site during the show.
- This is the Exhibitor Catering Menu. A separate menu is available upon request for more extensive catering services or once you arrive on site.
- Payment via check needs to be received 14 days prior to start of service. Payment via credit card may be received 7 days prior to start of service.

A credit card must be on file for any on-site orders.

- Don't forget the details! If you are ordering catering in a booth or on the show floor, you are responsible for providing:
 - o Electricity for water coolers, coffee kits, ice cream carts, ovens, etc.
 - o Tables for catering services, this includes buffet tables and rounds for seating.
 - o Scullery Area, some services required a "behind the scenes" area for dishing, serving, clearing and storage. A Catering Sales Manager will discuss effective solutions (such as pipe and drape) which are available to you through your show decorator.

Please note all prices are based on a "drop-off, biodegradable & compostable" service, and are exclusive of service charge, administrative fee and sales tax.



Made to Order Mornings

Traditional Continental Breakfast

Orange and cranberry juices, a selection of seasonal fruits and berries, breakfast breads and muffin tops, sweet butter and fresh fruit preserves.

Coffee and an assortment of hot teas.

17 per person (minimum order of 12 persons)

Lighter Side of L.A.

Orange and cranberry juice, house made granola with dried fruits and low fat Greek yogurt, Chef's selection of bakery fresh muffin tops, sweet butter and fruit preserves.

Coffee and an assortment of hot teas.

19 per person (minimum order of 12 persons)

Morning Commute

Seasonal fruits and berries, scrambled eggs, breakfast sausage, bacon strips, breakfast potatoes, selection of bakery fresh muffin tops, flaky butter and chocolate croissants served with sweet butter and fruit preserves.

Coffee and an assortment of hot teas.

28 per person (minimum order of 12 persons)

Taste of L.A. Breakfast Burrito

Filled with farm fresh scrambled eggs, pico de gallo, cheddar cheese, breakfast potatoes and your choice of bacon, sausage or chorizo.

7 per person (minimum order of 12 persons)

Breakfast Enhancements

(minimum order of 12 per item)

Fresh Baked Breakfast Pastries

Assorted breakfast pastries, scones

Sweet butter and fruit preserves

40 per dozen

Assorted Bagels & Cream Cheese

Cream cheese, sweet butter and

Fruit preserves

42 per dozen

Assorted Doughnuts

36 per dozen

Cold Cereals & Milk

Served with 2% Milk

6 per person

(minimum order of 12 per item)

Individual Fruit Flavored Yogurt

Assorted Flavors

4 each

(minimum order of 12 per item)

Whole Fresh Fruit

3 each

Levy Restaurants

Beverage Service

Hot

Gourmet Regular or Decaf Coffee	65/gallon
Gourmet Hot Tea (includes tea bags)	55/gallon

Cold

Fresh Orange Juice	55/gallon
Lemonade or Fruit Punch	40/gallon
Assorted Bottled Juices	4 each
Milk (½ pint, whole, nonfat & chocolate)	3 each
Assorted Soft Drinks	4 each
Fuse Iced Tea	4 each
Bottled Water (16 oz.)	4 each
Sparkling Water	4 each
5-Gallon Water Jug	45 each
Electric Water Cooler	35/day
(Requires 110 volt, 20 amp electrical. Exhibitor to provide)	

Sweet and Savory

Fresh baked cookies	36/dz	Homemade kettle chips	60/lb.
Chocolate fudge brownies	40/dz	Roasted garlic parmesan dip	
Gourmet dessert bars	40/dz	Tortilla chips & salsa Fresca	60/lb.
Assorted Doughnuts	36/dz	Deluxe mixed nuts	30/lb.
Novelty Ice Cream Bars	48/dz	Levy snack mix	20/lb.
Jolly Rancher Candies	18 /bag	* Savory Items (serve 12)	
Hershey's Kisses or Minis	18 /bag		

Levy Restaurants

Lunch with Personality

Mini Sandwich Platter

An assortment of freshly made sandwiches including roasted turkey, honey ham, roast beef and grilled vegetables served with wholegrain mustard and savory aioli.
144 (serves 12)

Mini Tuscan Sandwiches

Freshly made sandwiches on focaccia bread including roast sirloin of beef, grilled chicken and roasted vegetables with sweet onion jam, roasted red peppers, and spinach with herb aioli.
175 (serves 12)

Wrap Platter

Turkey, ham and roast beef with cheddar on spinach and herb tortilla wraps.
140 (serves 12)

Complete your order..

Choose a platter from above and then add (1) enhancement and (1) sweet ending!

Enhancements

Southern coleslaw
Kettle style chips
Classic potato salad
Pesto pasta salad
California mixed greens

Sweet Endings

Fudge Brownies
Assorted Cookies
Fruit Salad
Berry Cobbler
Gourmet Dessert Bars

ADD 98 to price of platter (serves 12)

Levy Restaurants

Boxed Lunches

(Minimum order of 12 boxed lunches per selection)

Each boxed lunch includes whole fruit, pasta salad, bag of kettle style chips, fresh baked cookie and a bottle of water.

Select (1) Sandwich

- Smoked turkey on wheat bread with bacon, tomato, lettuce and herb aioli
- Roast sirloin of beef on focaccia with tomatoes, sweet onion jam and Boursin cheese
- Chicken tarragon salad on a roll with lettuce, tomato, lemon aioli
- Grilled chicken on focaccia with spinach, herb aioli and Provolone cheese
- Ham and Swiss cheese on pretzel bread with grain mustard
- "ZLT" flatbread sandwich, grilled zucchini, tomatoes, jalapeño Jack cheese and sundried tomato pesto

25 each

Bistro Boxes

(Minimum order of 12 bistro boxes per selection)

- Artisan cheese, gourmet crackers, dried fruit, roasted almonds and apple slices
- Seasonal vegetable crudité with roasted pepper hummus, sea salted edamame and pita chips
- Fresh mozzarella and vine ripe tomato with balsamic, roasted red bell pepper, Kalamata olives, pickled carrot, onion and cauliflower served with basil pesto
- Dry aged salami, prosciutto, coppa ham, aged provolone, cherry peppers, grilled focaccia and sun dried tomato oil

27 each

Levy Restaurants

Receptions Reinvented

(Serves 12 guests)

Platters

Garden Fresh Vegetables

Chef's colorful selection of the freshest market vegetables served with buttermilk ranch dip, traditional hummus, crackers and breadsticks.

78 (serves 12)

Fresh Fruit

Seasonal local and tropical fresh fruits and berries served with vanilla yogurt dip.

78 (serves 12)

California Artisan Cheeseboard

Artisan selection of hand crafted cheeses accompanied by house made chutneys, honey, artisan breads and crackers

102 (serves 12)

Antipasti

Imported cured meats, cheeses, local seasonal vegetables, marinated olives served with a variety of flat breads, crostini's and breadsticks

108 (serves 12)

Stations

Trio of Bruschetta D' Parma

Tomato basil, Kalamata olives with goat cheese and roasted wild mushrooms with Gorgonzola served with toasted crostini

10 per person (minimum order of 25 guests)

Mediterranean Table

Hummus assortment – lemon-garlic, roasted red pepper basil, marinated feta cheese, lemon scented olives, babaganoush and tabbouleh, accompanied by toasted pita chips and flat breads

10 per person (minimum order of 25 guests)

Levy Restaurants

Chef's Table Hot Lunch

30 per person

Bienvenido

Tortilla Chips and Salsa Fresca

Roasted Corn Salad

Carne Asada

Mushroom and Spinach Quesadillas

Spanish Rice

Ranchero Beans

Corn and Flour Tortillas

Churros and Chocolate Sauce

Paradise Ice Tea

Picnic Package

Seasonal Fruit Salad

Roasted Gold Yukon Potato Salad

House Green Salad with Ranch

Fried Chicken

BBQ Pulled Pork

Grilled Vegetables

Assorted Rolls

Fresh Baked Cookies

Paradise Ice Tea

Asian Sizzle

Chinois Salad

Glass Noodle Salad

Crispy Vegetable Spring Rolls

Kung Pao Noodles with Chicken

Vegetable Fried Rice

Beef and Broccoli

Vegetable Stir Fry

Almond and Fortune Cookies

Paradise Ice Tea

Show Stoppers

Please allow 3 weeks lead time for all specialty services.

Two-Flavor Soft Serve Ice Cream Service (attendant included)

3,000 per day (750 – 5 oz. servings)

Choice of Flavors:

Chocolate, Vanilla & Strawberry

Choose four of the following toppings:

Granola, Peanuts, and Coconut Shaving, Carob Chips, Whipped Cream,

Chocolate Fudge, M&M's, Pecans or Cherries

Specifications: 160 lbs; **Requirements:** Electrical and 5' x 6' operating space

Exhibitor to provide a single dedicated 208 volt, 30 amp circuit

Cappuccino Service (attendant included)

2,500 per day (500 - 8 oz. servings)

Espresso, Cappuccino, Mocha, Latte & Americano

Specifications: 140 lbs; **Requirements:** Electrical and 5' x 6' operating space

Exhibitor to provide Two (2) single dedicated 110 volt, 20 amp circuits

Frozen Flavored Beverages (attendant included)

2,200/day - 2 flavors (500 – 5 oz servings)

Specifications: 140 lbs

Requirements: Electrical and 5' x 6' operating space

Exhibitor to provide a single dedicated 115 volt, 20 amp for each machine,

Each flavor requires one machine.

Single-Cup Gourmet Coffee Brewer

Brew your favorite cup in seconds!

75 rental per day

60 per Box of 24 Cups (selections below)

Regular Coffees: Breakfast Blend, or French Roast

Flavored Coffees: French Vanilla, and Hazelnut

Decaffeinated Coffees: Breakfast Blend,

Teas: Victorian Earl Grey or Green Tea

Exhibitor to provide: Each machine requires a single dedicated 110 volt, 20 amp circuit

Logo Sheet Cake

300 Full Sheet (serves 90)

180 Half Sheet (serves 45)

200 Logo Artwork Set-up Fee, two-color artwork



Prices are subject to change without notice

Bar Selections

(150 per bartender labor fee will be applied to all bar services)

PRICE LIST – Cash and Hosted Bars

Includes disposable cups, napkins and mixers

Deluxe Cocktails	10
Platinum Cocktails	12
House Wine – by the glass	7
Imported Beer	8
Angel City Craft Beer	8
Domestic Beer	7
Bottled Water – still	4
Bottled Water – sparkling	4
Assorted soft drinks	3.75

ADDITIONAL ITEMS

Imported beer by the keg	625
Domestic beer by the keg	450
Sangria (3 gal container, 30-35 servings)	280
Glassware upgrade – Rocks, martini, goblets, wine glasses	3 per person

Bottled Water with Your Logo

Get your company's name into everyone's hands!

Your water will be on-site waiting for you. Avoid shipping and handling!

1 pallet	1680 bottles or less	4.00 each
2-3 pallets	3360-5040 bottles	3.50 each
4+ pallets	6720 +	3.00 each

Please allow 3 weeks lead time for bottled water service.

** Your order, accompanied by camera-ready artwork, must be received by the Food and Beverage Department three weeks prior to your event to ensure on-time delivery. There is a \$200.00 artwork fee (two-color logo). Price of artwork fee may vary depending on complexity of logo artwork. Price includes room temperature storage and delivery (max of 3 pallets per day) to your booth.

** Minimum order of 25 cases (600 bottles)

** If you are bringing in your own logo bottled water, please contact a sales representative to discuss waiver/corkage fees. Please remember that unauthorized bottled water is prohibited; unauthorized bottled water entry is subject to a fee; this policy is strictly enforced.



The Levy Difference: Thousand Detail Dining

We believe that every occasion should be extraordinary. It's all about the food and the thousands of details that surround it. Your dedicated catering sales manager will partner with you to shape an experience that stands out. Together we look forward to delivering the Levy Difference.

Guarantees

In order to provide the highest quality and service a guaranteed number of attendees / quantities of food is required. Please refer to your catering agreement for more details. If the guarantee is not received (7) business days prior to your event, Levy Restaurants will assume the number of persons / quantities specified on the original contracted event order is the minimum guarantee. Attendance or consumption higher than the minimum guarantee will be charged as the actual event attendance or consumption.

Labor Fees

Unless otherwise noted, all services are drop-off and do not include service staff to maintain and clean your exhibit booth until after the show has ended.

For a more personalized and dedicated service, consider adding attendants or for more substantial all-day services; a dedicated manager.

Dedicated Attendant	150	(4-hours, 45/hr each hour thereafter)
Bartender	150	(4-hours, 45/hr each hour thereafter)
Barback	150	(4-hours, 45/hr each hour thereafter)
Culinary Attendant	175	(6-hours, 75/hr each hour thereafter)
Dedicated Manager	500	(8-hours, 100/hr each hour thereafter)

China Service

Meal services in the exhibit hall are accompanied by compostable service ware. China may be substituted for an additional charge of 3 per person.

Sampling

Distributing samples of products manufactured, processed, distributed by and germane to the business will be permitted under strict guidelines. Please refer to the Authorization to Distribute and Sample Food and Beverage Form for more info and consult your Catering Sales Manager if you intend to sample or giveaway any food and beverage items.

All prices presented in this menu are subject to change without notice





Levy Restaurants

Los Angeles Convention Center

Levy Restaurants

1201 S. Figueroa St.

Los Angeles, CA 90015

213-765-4480

Fax 213-765-4476

t carr@levyrestaurants.com

Name of Convention _____

Company Name _____

Contact Name _____ Title _____

Address _____ City _____ State _____ ZIP _____

Phone _____ Fax _____ Cell Phone _____

On-Site Contact _____ Cell Phone _____

Booth or Room Number _____ Hall _____ Number of Guests _____

Email _____

DAY OF WEEK/DATE	DELIVERY TIME	QUANTITY	ITEM DESCRIPTION	ITEM PRICE
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

17 % Service Charge (% of subtotal) \$ _____

3 % Administrative Fee (% of subtotal) \$ _____

9 % Sales Tax (% of total) \$ _____

Food & Beverage Total \$ _____

FORM OF PAYMENT

Company Check (Credit Card must be on file for add-ons)

Visa MasterCard American Express Discover

Card Number: _____

Expiration Date: _____

Cardholder's Name: _____

I hereby authorize LEVY RESTAURANTS to apply all charges for services rendered for the above company to my credit card.

Cardholder's Signature: _____

IMPORTANT INFORMATION

The Los Angeles Convention Center Food Services Department (LEVY RESTAURANTS) is the exclusive caterer. Absolutely no food or beverage, candy, logo water, etc are allowed to be brought into the Los Angeles Convention Center without prior authorization.

DEADLINE

All catering orders must be received by **3 WEEKS PRIOR TO EVENT**. A 10% late charge will be charged for orders received after deadline.

PAYMENT POLICY

Full Payment is required prior to commencement of services. A credit card must be on file for any re-orders on site.

OTHER CHARGES

A 25.00 delivery charge will apply to each delivery. Multiple services per day will require a staff fee of 150.00

ADDITIONAL SERVICES

There will be an additional charge for china service on the exhibit floor. Please ask your Sales Manager for more information.

TABLES AND ELECTRICAL REQUIREMENTS

Food Services does not provide tables or electricity in your exhibit space. Tables and electricity must be ordered through the appropriate contractor.

Sample Food and/or Beverage Distribution



The Selling of Food and/or Beverage products by any other entity is strictly prohibited.

General Conditions - Food Industry Related Shows

- IF YOU DO NOT MEET THE CONDITIONS LISTED ABOVE, THE FOLLOWING POLICIES APPLY:**

UNUSED FOOD OR BEVERAGE PRODUCT that requires pick-up or shipment after the show/event is the responsibility of the Company that is sampling the product. Absolutely NO REFUNDS of Buy-out Fees will be given for Food or Beverage Product if not consumed during show/event.

FOOD AND BEVERAGE RELATED SERVICES including storage, delivery, or any other service required for Food and/or Beverage products brought from the outside are not the responsibility of and will NOT be provided by Levy Restaurants. If these services are required the following charges will assessed:

1. \$200.00 per day minimum for dry or refrigerated storage
2. \$200.00 for a small visi cooler
3. \$400.00 for a large double visi cooler
4. \$35.00 per drop off and per pick-up for steward
5. \$10.00 per 5 pound bag of ice

**Both the Refrigerator and Cooler require Stewarding Labor to drop off and retrieve the equipment.*

SHIPPING/RECEIVING Please note that only product you expect to be prepared by, stored by and delivered by Levy restaurants should be shipped to Levy Restaurants. Please see the Shipping Label, fill it out and ensure it is used properly to ensure proper receiving of your product. You must contact Levy Restaurants prior to shipping items – items not expected will not be received. For all Food and Beverage not purchased through Levy Restaurants, all standard fees mentioned above will be charged where applicable, including 20% Administrative Fee and Applicable Sales Tax.

The Company named below acknowledges they have sole responsibility for the use, servicing or other disposition of such items in compliance with all applicable laws. Accordingly, the firm agrees to indemnify and forever hold harmless Levy Restaurants and AEG/Los Angeles Convention Center from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items.

Exhibiting firm must provide Levy Restaurants with a Certificate of Insurance showing evidence of Commercial General Liability with an each occurrence limit of \$1,000,000 and naming Levy Premium Foodservice Limited Partnership and AEG/Los Angeles Convention Center as additional insured.

Information must be received no later than close of business (5:00 PM EST) on _____.

Before returning this document, please sign the "Agreed" indicating you have read and you agree with all conditions.

Date

Company Name _____ Booth No. _____

Company Address _____

Contact Name _____ Telephone () _____ Ext _____

Email _____ Onsite Contact _____ Cell _____

Please include: Item / Distribution Purpose / Quantity / Portion Size / Method of Dispensing

Agreed _____ Approved _____ Date _____
Exhibiting Firm Levy Restaurants

PLEASE RETURN FORM TO LEVY RESTAURANTS BY _____, 2015 TO ENSURE CONFIRMATION AND APPROVAL.

For additional services and information, please contact Levy Restaurants:

Levy Restaurants

1201 S. Figueroa St. | Los Angeles, CA 90015

mlopez@levyrestaurants.com

khoward@levyrestaurants.com or tcarr@levyrestaurants.com

Telephone 213-765-4480 | Fax: 213-765-4476

All orders are governed by the TSE Payment Policy and TSE Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Building Owners & Managers Association

Los Angeles Convention Center

June 28 - 30, 2015

Electrical Order Checklist

- ☐ **Save money!** Place your order before the advance rate deadline date and save up to one-third on your electrical order.
- ☐ Check rating plates on your equipment to ensure that you will have the proper power to operate your display.
- ☐ Order 24-hour power if required for refrigeration, computer systems, water pumps, heaters, etc.
- ☐ Indicate your electrical labor requirements for equipment hook-ups and/or power distribution on the Electrical Labor Order Form. **Listed rates do not include labor and material for hookups, disconnects, and/or distribution.**
- ☐ If distribution is required, include a detailed electrical floor plan. Indicate **both** main power location(s) and distribution location(s). You may use the Booth Layout Form for this purpose, or provide your own floorplan. **Labor must be ordered for all under carpet distribution of electrical wiring.**
- ☐ You may provide your own power panel distribution system, grounded extension cords, grounded plug strips and/or grounded cube taps within your display area.
- ☐ You may pre-wire your equipment to match our receptacles. Plug configuration information is available on the next form. **Labor is required to inspect equipment pre-wired to plug into our system / one half-hour minimum.**
- ☐ Avoid code violations. Check the electrical code requirements on the E-1b: Electrical Service Information.
- ☐ Do you require additional lighting? We can handle a variety of lighting options to enhance your display.
- ☐ **Payment must be included with your order to secure the advance rate. Include check or credit card authorization.**
- ☐ **If you require electrical labor, you must provide your credit card information on the G-2: Payment and Credit Card Charge Authorization Form before labor will be performed.**

If you have any questions, please contact us: 800.842.2517

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Building Owners & Managers Association

Los Angeles Convention Center

June 28 - 30, 2015

Electrical Code

Electrical requirements for an exhibit at all convention facilities are for the safety of all exhibitors and are based on national electrical codes and local ordinances.

Too frequently, fires have been traceable to faulty wiring, sometimes because of carelessness and sometimes because of lack of understanding of the risks involved.

In the interest of public safety, exhibits at all convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and materials basis. If the exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected.

If an exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted before shipment is made to convention facilities.

Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:

- All wiring must have a 3-wire grounded cord with a minimum of #14 gauge.
- Spot or flood lighting is a hazard when lamps are too close to fabrics or other material which can be affected by heat.
- The use of clip-on sign sockets, latex, or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
- Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities. **Please leave all 2-wire cords at home!**

Use Timesaving Wiring Methods and a Distribution System

Whenever possible, in conformance with the electrical code, use multiconductor interconnecting cables with approved quick-connect plugs or fittings. Here is a list of the plugs that match our equipment receptacles:

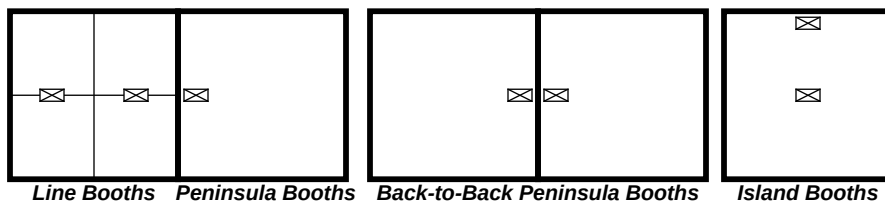
- 15 amp 120 volt: Standard U-ground plug
- 20 amp 208 volt 1Ø or 3Ø: Leviton 3521 plug or equivalent
- 60 amp 208 volt 1Ø or 3Ø: Daniel Woodhead Plug Y560P plug or equivalent
- 100 amp 208 volt 1Ø or 3Ø: Litton-Veam Plug CIR01GRH plug or equivalent

Exhibitors who require many standard outlets may wish to incorporate a power distribution system into their booth. Please contact our staff if you need more information. **Labor is required to inspect equipment pre-wired to plug into our system.**

Commonly Asked Questions

Where will my outlet be located?

There are four different types of trade show booths: Line Booths, Peninsula Booths, Back-to-Back Peninsula Booths, and Island Booths. Each type of booth has its own standard method of installation. In the following diagrams, the symbol [X] represents the approximate location of power outlets:



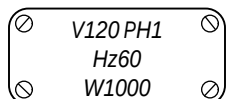
One drop within booth when power source is in ceiling or one location on perimeter when power is in the floor.

Line Booths, Peninsula Booths, or Back-to-Back Peninsula Booths: Your pre-ordered electrical outlet will be installed at the rear of your booth, at the drape line.

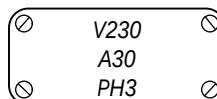
Island Booths: You need to designate one location for each outlet you order. Multiple outlet locations will be charged on a labor and material basis. For facilities with power originating in the floor, your electrical outlet will be placed at one location at our discretion. All other distribution will be done on a time and materials basis. If you fail to provide us with a floorplan, we will bring your power to one location at our discretion.

How much power do I need?

Calculate your lighting needs by adding wattage in each location. For other equipment, read the ratings from the metal plates attached to each unit.



120 Volt Single Phase
60 Cycle
1000 Watts



230 volts
30 Amps
3 Phase



Electrical Rental Order Form

E-2

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:
Trade Show Electrical • 7000 Lindell Road, Las Vegas, Nevada 89118-4702 • Fax: 866.329.1437

All orders are governed by the TSE Payment Policy and TSE Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Building Owners & Managers Association
Los Angeles Convention Center
June 28 - 30, 2015

Discount Deadline Date:
June 8, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
--------------	---------------	--------------

By signing and delivering this form to TSE, customer agrees to all terms and conditions printed on this form. To receive the discount rate on outlets and labor, we must receive your complete order, along with full payment, by the deadline date above. All other orders will be processed at the regular rate. No credits will be issued on services installed as ordered even though not used.

Price List			Important Information
ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
120v Motor and Equipment Outlets			
700001	5 Amp/500 Watts, 1/4 HP 120V	\$ 129.00	\$ 193.50
700002	10 Amp/1000 Watts, 1/4 HP 120V	\$ 219.50	\$ 329.00
700003	15 Amp/1500 Watts, 1/4 HP 120V	\$ 284.00	\$ 426.00
700004	20 Amp/2000 Watts, 1/4 HP 120V	\$ 348.50	\$ 522.50
1P 208v Motor and Equipment Outlets			
700012	10 Amp, 1/2 HP 208V / 1Phase	\$387.00	\$580.50
700014	20 Amp, 1 HP 208V / 1Phase	\$542.00	\$813.00
700015	30 Amp, 2 HP 208V / 1Phase	\$697.00	\$1,045.00
700016	60 Amp, 5 HP 208V / 1Phase	\$929.00	\$1,393.50
700017	100 Amp, 10 HP 208V / 1Phase	\$1,200.00	\$1,800.00
700018	200 Amp, 25 HP 208V / 1Phase	\$1,935.00	\$2,902.50
3P 208v Motor and Equipment Outlets			
700022	10 Amp, 1 HP 208V / 3Phase	\$519.00	\$778.00
700024	20 Amp, 3 HP 208V / 3Phase	\$726.50	\$1,089.50
700025	30 Amp, 5 HP 208V / 3Phase	\$933.50	\$1,400.50
700026	60 Amp, 10 HP 208V / 3Phase	\$1,245.00	\$1,867.00
700027	100 Amp, 20 HP 208V / 3Phase	\$1,608.00	\$2,411.50
700028	200 Amp, 50 HP 208V / 3Phase	\$2,593.00	\$3,889.50
3P 480v Motor and Equipment Outlets			
700044	20 Amp, 7.5 HP 480V / 3Phase	\$871.50	\$1,307.00
700045	30 Amp, 10 HP 480V / 3Phase	\$1,120.50	\$1,680.50
700046	60 Amp, 20 HP 480V / 3Phase	\$1,494.00	\$2,240.50
700047	100 Amp, 50 HP 480V / 3Phase	\$1,929.50	\$2,894.00
700048	200 Amp, 100 HP 480V / 3Phase	\$3,111.50	\$4,667.50
Transformers			
Used to boost 208V to 230V – Circle outlets requiring boost.			
700114	Amp, Buck Boost Per Amp, 20 Amps Minimum	\$ 4.50	\$ 4.50
Lights			
Price includes outlet and labor for light only.			
700361	Floodlight, 1000 Watt Overhead**	\$ 516.00	\$774.00
700350	Floodlight, 120 Watt*	\$ 129.00	\$193.50
700352	Floodlight, 120 Watt Double*	\$ 168.00	\$252.00
*On Stanchion, In-line Booths Only.			
**May require labor and/or lift at additional charge. Not available at some locations.			
- Dedicated and 24 Hour power will be a 50% increase over the current lised price. Please indicate these requirements under "Please Indicate Choice" at bottom and calculate the appropriate price. - TSE is not responsible for voltage fluctuation or power failure due to temporary conditions. Exhibitor is responsible for providing surge protectors for their Goods. GES is not responsible for loss or damage resulting from power surges. Furthermore, TSE's liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less. All electrical installations and connections to all electrical service should be made by a TSE electrician. TSE will not be responsible for any damage or loss to any equipment, component, computer hardware or software, and/or any damage or bodily injury to any person caused by the installation, connection, or plugging in of any electrical outlet by persons other than a TSE electrician. - Electricity will be turned on 30 minutes prior to show open and will be turned off approximately 30 minutes after show close. - OUTLET LOCATION & DISTRIBUTION— All electrical outlets will be installed on the floor at the draped backwall of in-line and peninsula booths. All electrical outlets for island booths will be dropped to one main location per the Exhibitor's floor plan. If no plan is provided, the outlets will be installed at our discretion. Any change in location and/or additional power drops are chargeable on a time and material basis. Distribution and connection of outlets are chargeable on a time and material basis of electrical wiring, all motor and equipment hook-ups requiring hard wiring connections, installation and/or repair of electrical fixtures and installation of electrical motors and electrical apparatus to be energized. - TSE JURISDICTION (Additional labor and/or material is required) — All under-carpet distribution of electrical wiring, all facility overhead distribution, all motor and equipment hook-ups requiring hard wiring connections. Installation and/or repair of electrical fixtures. Installation of electrical motors and electrical apparatus to be energized. - All outlets over 20 amps and/or with a voltage over 120 volts may also require additional labor. Labor is required to inspect and hook-up equipment pre-wired to plug into our system. Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used. Sharing power or plugging into facility outlets is strictly prohibited. - There must be a minimum of (1) One GES Electrician for every one (1) of the contractor's staff that is working on the lighting system.			

Please Indicate Choices		Place Order Here			
*Do you need dedicated and 24 hour power?		ITEM#	DESCRIPTION	PRICE	QUANTITY
☐ Yes ☐ No					TOTAL PRICE
Please include H-3: Booth Layout Form, or provide your own detailed drawing, for placement of main drop locations (MDL), outlets and fixtures. Regular rates will be applied, regardless of when the order was received, if either is not provided with your electrical order.					\$
Cancellation Policy: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation					\$
		A.	Payment Enclosed		\$
I agree in placing this order that I have accepted GES payment Policy and GES Terms & Conditions of Contract.					
Authorized Signature - Please Sign: X					
AUTHORIZED NAME - PLEASE PRINT				DATE	

Need Assistance?

Toll Free: 800.475.2098 | www.ges.com/chat

© 2015 Trade Show Electrical

022600585



Electrical Labor Order Form

E-3

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:
Trade Show Electrical • 7000 Lindell Road, Las Vegas, Nevada 89118-4702 • Fax: 866.329.1437

All orders are governed by the TSE Payment Policy and TSE Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Building Owners & Managers Association

Los Angeles Convention Center
June 28 - 30, 2015

Discount Deadline Date:

June 8, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
SHOWSITE CONTACT		
SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL	CONTACT'S HOTEL (OPTIONAL)

PLEASE COMPLETE THIS FORM FOR ALL ELECTRICAL LABOR NEEDED.

TO DETERMINE IF YOU NEED ELECTRICAL LABOR. PLEASE READ THIS FORM CAREFULLY.

- All materials used under carpet must be supplied by GES Electrical.
- Electrical Labor is required for: all under-carpet distribution of electrical wiring, all facility overhead distribution of electrical wiring, all motor and equipment hook-ups requiring hard wiring connections, installation and/or repair of electrical fixtures and installation of electrical motors and electrical apparatus
- All outlets over 20 amps and/or with a voltage over 120 volts will require electrical labor. Labor is required to inspect equipment pre-wired to plug into our system. Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used.

Important Information & Rates

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM starting times will be dispatched to booth space. Confirm labor and equipment by 2:30 PM the day before date requested. Please have an authorized representative in booth to supervise the work to be done and sign the work order upon completion. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker. Exhibitors requiring electrical labor will automatically be charged a dismantle fee. Dismantle labor is charged at 50% of installation labor based on show close/move-out days/time, and does not need to be scheduled. Overtime rates may apply. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by TSE. TSE requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES ARE AS FOLLOWS:

Electrician w/ Lift	Rate
High Lift, ST Code: 705300	\$ 435.00
High Lift, OT Code: 705300	\$ 645.00
Worker Per Hour	RATE
Electrical, ST Code: 705060	\$ 110.00
Electrical, OT Code: 705060	\$ 220.00

Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.

Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.

Please Indicate Service

☐ TSE Supervised (OK TO PROCEED)

- Power Distribution A 30% surcharge will be added to the labor rates above for this professional supervision.
- Date and time not required.
- If an electrical floor plan has been received with distribution points, TSE electrical floor work labor is required. If no floor work labor is received, TSE will process a floor work labor order as an Okay to Proceed, rates will be based on when the complete floor plan is received.

☐ Exhibitor Supervised (DO NOT PROCEED)

Exhibitor will supervise.

- You must schedule date & time below as well as # of electricians and estimated hours.
- TSE assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by TSE provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.
- Labor cannot be scheduled prior to assigned target date.

Is there more than one (1) main drop location?

☐ Yes ☐ No

An additional drop will be charged on time and material basis.

Please include H-3: Booth Layout Form, or provide your own detailed drawing, for placement of main drop locations (MDL), outlets and fixtures. Regular rates will be applied, regardless of when the order was received, if either is not provided with your electrical order.

Exhibitor is responsible for providing surge protectors for their Goods. TSE is not responsible for loss or damage resulting from power surges. Furthermore, TSE'S liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less.

Place Order Here

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate. Exhibitors requiring electrical installation labor will automatically be charged a dismantle fee. Dismantle labor is charged at 50% of installation labor based on show close/move-out days/time, and does not need to be scheduled. Please take notice – this event moves out on overtime, all applicable surcharges will apply.

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF ELECTRICIAN	LABOR RATE	=	TOTAL
	AM PM	AM PM					
	AM PM	AM PM					
	AM PM	AM PM					
	AM PM	AM PM					
I agree in placing this order that I have accepted TSE payment Policy and TSE Terms & Conditions of Contract. Authorized Signature - Please Sign:			A.	Total Labor Ordered		\$	
			B.	30% TSE Supervision		\$	
			C.	Payment Enclosed		\$	
X	AUTHORIZED NAME - PLEASE PRINT		DATE				

Need Assistance?

Toll Free: 800.475.2098 | www.ges.com/chat



Plumbing Order Form

K-1

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:
Trade Show Electrical • 7000 Lindell Road, Las Vegas, Nevada 89118-4702 • Fax: 866.329.1437

All orders are governed by the TSE Payment Policy and TSE Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Building Owners & Managers Association
Los Angeles Convention Center
June 28 - 30, 2015

Discount Deadline Date:
June 8, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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By signing and delivering this form to TSE, customer agrees to all terms and conditions printed on this form. To receive the discount rate, we must receive your order, along with full payment, by the deadline date above. All other orders will be processed at the regular rate. No credits will be issued on services installed as ordered even though not used.

Price List				Important Information	
ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	COMPRESSED AIR — Trade Show Electrical (GES) is not responsible for moisture, oil, or water in our lines, loss of pressure or excess pressure. GES Plumbing is the exclusive provider of compressed air for this event. The use of portable compressors are strictly prohibited. Only compressors that are part of an Exhibitor's product display or installed as an integral part of an Exhibitor's product will be allowed on the show floor. Exhibitors must supply their own filters, air dryers, or pressure regulators. *Dedicated and 24 Hour service will be at 50% more the listed price. WATER — Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, Exhibitor should arrange to have a pressure regulator valve or pump installed. LABOR — Laying of any lines under carpet or other flooring, or spotting from ceiling will be an additional labor charge. IMPORTANT CONDITIONS AND REGULATIONS - All material and equipment furnished by GES for this service order shall remain GES property and shall be removed ONLY by GES at the close of the show. - Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by Exhibitors. - All equipment must comply with state and local safety codes. - Claims will not be considered unless filed by Exhibitor prior to close of exposition, no exceptions. - Prices based upon current wage rates and are subject to change without notice. - Under no circumstances shall anyone other than "Plumbing Personnel" make service connections. - Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without GES "Plumbing Personnel". However, all service connections to such equipment must be made by GES "Plumbing Personnel" only. - All equipment using water must have inlet and outlet properly tagged. - Unless otherwise directed, GES "Plumbing Personnel" are authorized to cut floor coverings to permit installation of service. - Connection rates listed cover bringing service from main line to booth and do not include connecting equipment. - Service outlet size will be determined by the volume required. - All work performed within booth attaching lines to equipment will be charged on a time and material basis in addition to connection fees. - A separate connection fee will be made for each piece of equipment using connected service, whether connected directly or otherwise. - GES must have 30 days notice in order to supply special regulators, strainers, traps, etc. - All utility outlets include up to 50 feet of accomplished distance. Use of additional footage or equipment will be charged at the prevailing labor and materials rates. - All outlets will be installed on the floor at the backwall of the booth. - GES Plumbing will not be responsible for sediment, color or taste of water in water line. - All services will be disconnected/shut off at conclusion of show unless advance notice has been given and acknowledged. - All cylinders must be firmly attached to exhibit. If cylinder must be made secure by contractor a labor charge may be added. - A connection of a regulator to cylinder or equipment will be subject to a 1 hour minimum labor charge plus materials at prevailing labor rates.	
Compressed Air: 90-100 lbs PSI					
701037	1st Air Outlet	\$ 495.00	\$ 742.50		
701038	Air Outlet, CFM Required (5 Minimum)	\$ 12.50	\$ 19.00		
701039	Air Outlet, Connection	\$ 113.50	\$ 170.00		
701040	Air Outlet, Supplemental (within 5' of 1st outlet)	\$ 198.00	\$ 297.00		
Gas					
<i>Natural Gas, 1025-1030 BTU/cubic foot at 7" water column pressure (4oz.)</i>					
701067	Compressed Nitrogen Cylinder	\$ 198.00	\$ 297.00		
701059	Natural Gas Outlet	\$ 742.50	\$ 1,114.00		
701063	Natural Gas Outlet, Connection	\$ 113.50	\$ 170.00		
701069	Regulator, Cylinder Gas	\$ 113.50	\$ 170.00		
Drain: 1/2" and 3/4"					
701045	1st Drain Outlet	\$ 346.50	\$ 520.00		
701051	Drain Outlet, Connection	\$ 113.50	\$ 170.00		
701052	Drain Outlet, Supplemental (within 5' of 1st outlet)	\$ 173.50	\$ 260.00		
Fill and Drain					
701090	Fill & Drain, 1-199 Gallons, Per Unit	\$ 468.00	\$ 702.00		
701092	Fill & Drain, 400+ Gallons, Per Unit	\$ 894.00	\$ 1,340.00		
701091	Fill & Drain, 200-399 Gallons, Per Unit	\$ 688.00	\$ 1,030.00		
Water: 1/2" and 3/4"					
701081	1st Water Outlet	\$ 346.50	\$ 520.00		
701087	Water Outlet, Connection	\$ 113.50	\$ 170.00		
701088	Water Outlet, Supplemental	\$ 173.50	\$ 260.00		
Please include Booth Layout form (H-3) for placement of outlets.					
Cancellation Policy: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.					

Please Indicate Choices		Place Order Here				
Do you need dedicated and 24 hour compressed air? ☐ Yes ☐ No						
TSE's liability for any and all loss or damage is limited to the value of the cost of plumbing services provided or the depreciated value of Goods, whichever is less.						
		ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
						\$
						\$
						\$
		A.	Payment Enclosed			\$
		I agree in placing this order that I have accepted TSE Payment Policy and TSE Terms & Conditions of Contract.				
		Authorized Signature - Please Sign: X				
		AUTHORIZED NAME - PLEASE PRINT				DATE

Need Assistance?

Toll Free: 800.475.2098 | www.ges.com/chat

© 2015 Trade Show Electrical

022600585



Plumbing Labor Order Form

K-2

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:
Trade Show Electrical • 7000 Lindell Road, Las Vegas, Nevada 89118-4702 • Fax: 866.329.1437

All orders are governed by the TSE Payment Policy and TSE Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Building Owners & Managers Association

Los Angeles Convention Center
June 28 - 30, 2015

Discount Deadline Date:

June 8, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL
CONTACT'S HOTEL (OPTIONAL)		

Important Information & Rates

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM starting times will be dispatched to booth space. Confirm labor and equipment by 2:30 PM the day before date requested. Please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "No-Show" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker for both installation, removal, and equipment. Labor thereafter is charged in half (½) hour increments per worker and equipment. **Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES.** GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES ARE AS FOLLOWS:

Plumber per Hour	Rate
Plumbing, ST Code: 705011	\$ 75.00
Plumbing, OT Code: 705011	\$ 150.00

Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.

Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.

Please Indicate Service

☐ **GES Supervised (OK TO PROCEED)**
Please complete "Booth Layout" form (H-3)

TSE will supervise labor to:

- A 30% surcharge will be added to the labor rates above for this professional supervision.

Furthermore, TSE's liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less.

☐ **Exhibitor Supervised (DO NOT PROCEED)**

Exhibitor will supervise.

- Indicate workers needed for installation and dismantling
- TSE assumes **no** liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by TSE provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

Place Order Here

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	X	TOTAL # OF PLUMBERS	X	LABOR RATE	=	TOTAL
	AM PM	AM PM							
	AM PM	AM PM							
I agree in placing this order that I have accepted TSE payment Policy and TSE Terms & Conditions of Contract.			A.	Total Labor Ordered				\$	
			B.	30% TSE Supervision				\$	
Authorized Signature - Please Sign:									
X	AUTHORIZED NAME - PLEASE PRINT		DATE	C.	Payment Enclosed				\$

Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

Need Assistance?

Toll Free: 800.475.2098 | www.ges.com/chat



Booth Layout Form

H-3

RETURN TO: Trade Show Electrical • 7000 Lindell Road, Las Vegas, Nevada 89118-4702 • Fax: 866.329.1437
Contact us Online: www.ges.com/chat Phone: 800.475.2098

All orders are governed by the TSE Payment Policy and TSE Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

**MANDATORY
FORM***

Building Owners & Managers Association

Los Angeles Convention Center
June 28 - 30, 2015

Form Deadline Date:

June 8, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL
CONTACT'S HOTEL (OPTIONAL)		

A unique grid must be completed for each of the following services to ensure proper placement of items in your booth. Please do not combine services onto a single grid. Print/photocopy as needed.

- ☐ Electrical Forms (For Non-Standard Distribution) - Form E-2
- ☐ Plumbing Forms (For Non-Standard Distribution) - Form K-1

To use this grid:

- Use bold lines to indicate the outline of your booth.
- Indicate the scale of the grid (i.e. 1 square = 1 foot) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers or aisle numbers.

Each square is _____ feet square since my booth is _____ feet wide by _____ feet long.

BACK OF BOOTH (indicate adjacent booth or aisle number: _____)

Indicate
Adjacent
Booth or
Aisle Number:

Indicate
Adjacent
Booth or
Aisle Number:

FRONT OF BOOTH (indicate adjacent booth or aisle number: _____)

*This form must be returned to GES for your orders to be processed.



Payment and Credit Card Charge Authorization

G-2**Credit Card Authorization:** Trade Show Electrical • 7000 Lindell Road, Las Vegas, Nevada 89118-4702 • Fax: 866.329.1437**Check Payments:** Trade Show Electrical • Bank of America P.O. Box 96174, Chicago, IL 60693

All orders are governed by the TSE Payment Policy and TSE Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

**MANDATORY
FORM*****Building Owners & Managers Association**
Los Angeles Convention Center
June 28 - 30, 2015**Form Deadline Date:**
June 08, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER		
STREET ADDRESS	CITY	STATE	ZIP/POSTAL CODE	COUNTRY
PHONE	FAX	PURCHASE ORDER NUMBER		
BOOTH PRIMARY CONTACT NAME AND PHONE NUMBER		SHOWSITE CONTACT NAME AND PHONE NUMBER		

Payment Policy

Payment for Services — TSE requires payment in full at the time services are ordered. Further, TSE requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor, material handling, or any applicable fuel or energy surcharge.

Discount Prices — To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).

Method of Payment — TSE accepts MasterCard, Visa, American Express, check and bank ACH/Wire transfer. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. *Exhibitors will be charged a \$50.00 fee for returned NSF checks.*

Third Party Billing — Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. TSE reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See *Third Party Billing Request form*.

Tax Exempt — If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the TSE office for this show. Taxes vary by location and will be added to your invoice, if you do not submit your tax exempt certificate prior to the deadline.

Adjustments and Cancellations — No adjustments to invoices will be made after the close of the show. Please refer to the individual forms for labor, etc., for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order, based upon the status of move-in, work performed and/or TSE set-up costs or expenses. A minimum non-refundable deposit of \$25.00 will be applied towards the invoice, unless there is a cancellation of your order. Additionally, TSE retains the right to implement/assess a fuel or energy surcharge on all services as necessary based upon market conditions.

Bank ACH/Wire transfer payment information:

Beneficiary: Global Experience Specialists, Inc. (GES)
c/o Bank of America
901 Main Street, TX1-492-07-14
Dallas, TX 75202-3714 USA
Telephone # 702-263-2795 or 702-914-5112
Account #: 7188101819
Wire ABA Routing #: 026009593
ACH ABA Routing #: 071000039
SWIFT Address: BOFAUS3N
CHIPS Address: 0959

If requested, following is the physical address for routing identifiers:

Bank of America, Wire Transfer-Customer Services
2000 Clayton Road, Concord, CA 94520 USA

To properly credit your account, send the following information to the GES via email to Cash Application Team at cashapplication@ges.com.

- exhibiting company name, show name, show facility, and booth number
- date and amount of wire transfer
- bank and country where transfer originated

- If you have any questions regarding our payment policy, please call TSE National Servicer® at 800.475.2098 or visit the TSE Servicer® at the show.
- Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check, or bank wire transfer, however, we require your credit card charge authorization to be on file with TSE.
- All balances must be paid at the conclusion of the event. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.
- For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.
- TSE will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with TSE payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

TSE requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.

***This form must be returned to TSE for your orders to be processed.**

Credit Card Charge Authorization

All information must be provided. **Your order will not be processed if any information is missing.** (i.e., Expiration Date, Account Number, Contact Information, Type of Card, Signature) **We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.**

Card Number	☐ Corporate Card	☐ Personal Card

PROVIDE EXPIRATION DATE	EXPIRATION DATE	☐ MasterCard	*Signature Required Below
		☐ VISA	
		☐ American Express	

CARDHOLDER'S NAME	PLEASE PRINT	
CARDHOLDER'S BILLING ADDRESS	CITY	
STATE	ZIP	COUNTRY

Calculation of Orders**TOTAL**

Electrical Rental	\$
Plumbing	\$
Electrical Labor	\$
Other Services (Specify)	\$
Other Services (Specify)	\$
FULL PAYMENT in U.S. funds drawn on a U.S. Bank Global Experience Specialists Federal ID #59-1008863 GES is exempt from backup withholding tax.	\$

To simplify payment, send a check payable to Global Experience Specialists for your entire order or note the amount to be charged to your credit card.

Charge my credit card in the amount of: \$

Enclosed is a check in the amount of: \$

Check Number: Dated:

Please note payment return addresses at top of form.

I agree in placing this order that I have accepted TSE Payment Policy and TSE Terms & Conditions of Contract. *Credit card charge authorization signature required below.

PLEASE SIGN	X
	AUTHORIZED SIGNATURE / CARDHOLDER'S SIGNATURE
AUTHORIZED NAME - PLEASE PRINT	
DATE	

Need Assistance?**Toll Free: 800.475.2098** | www.ges.com/chat



Domestic Third Party Billing Request

G-3

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:
Trade Show Electrical • 7000 Lindell Road, Las Vegas, Nevada 89118-4702 • Fax: 866.329.1437

All orders are governed by the TSE Payment Policy and TSE Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Building Owners & Managers Association

Los Angeles Convention Center
June 28 - 30, 2015

Form Deadline Date:

June 08, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Return this form when a third party (any party other than exhibiting company) ("AGENT") should be billed for services.

Step 1. Provide the Exhibiting Company contact information and signature

Exhibiting Company Name	
Exhibiting Company Address	
City	State Zip
Phone	Fax
Exhibiting Company Contact Email Address	
Please Sign	X
Exhibiting Company Authorized Signature	
I agree in placing this order that I have accepted TSE Payment Policy and TSE Terms & Conditions of Contract, and have advised all of my AGENTS of the same.	
Exhibiting Company Authorized Name - Please Print	
Date	

Step 2. Check services below to invoice to the Third Party

☐ **All Services** If the Third Party is not to be invoiced for "All Services" please select specific services below. Exhibitor will need to complete Payment and Credit Card Authorization (G-2) and submit with this form if third party is not to be invoiced for all services.

☐ Electrical Outlets ☐ Electrical Labor ☐ Plumbing ☐ Transportation
☐ Other (Please Specify) _____

Step 3. Provide the Third Party contact information

Third Party Company Name	
Third Party Company Address	
City	State Zip
Phone	Fax
Contact's Email Address	

Step 4. Complete Third Party Credit Card Charge Authorization with signature

Cardholder Name - Please Print	
Billing Address	
City	State Zip
Card Number	Expiration Date
Please Sign	X
Third Party Cardholder's Signature	
I agree in placing this order that I have accepted TSE Payment Policy and TSE Terms & Conditions of Contract.	
Third Party Cardholder's Name - Please Print	
Date	

TSE reserves the right to deny any Third Party Billing Request that is not complete or received by the deadline date. **It is understood and agreed that the Exhibiting Company is ultimately responsible for payment of charges for services requested by Exhibiting Company or its Agents, and for all acts and/or omissions of its Agents.** If an Agent does not pay the invoice before the last day of the show, charges will revert to the Exhibiting Company. All Invoices are due and payable upon receipt. TSE Terms & Conditions of Contract, and TSE Payment Policy apply to both the Exhibiting Company and all Agents. We require your complete credit card information even if you are paying by check or bank wire transfer.

Need Assistance?

Toll Free: 800.475.2098 | www.ges.com/chat



Los Angeles Convention Center



INTERNET - NETWORK / TELEPHONE / TV SERVICE CONTRACT

Exhibitor Company Name:		Booth / Room #:
Billing Company Name:		Show Dates: 06 / 28 / 15 To 06 / 30 / 15
Billing Company Address:		Incentive Order Deadline: 06 / 04 / 15
City, State / Country, Zip:		Phone Number: () -
Contact:	Email:	
Credit Card Number: ☐ AMX ☐ MC ☐ Visa	Expire Date(MM/YY):	Cell Number: () -
Credit Card Billing Address:	Credit Card Billing City, State / Country, Zip:	
Print Credit Card Holder Name(as it appears on card):	Card Holder Signature:	

A valid credit card number with signature must be on file regardless of payment method. Total payment must accompany order.

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments.

View complete Terms & Conditions at: orders.smartcitynetworks.com/tc.aspx?center=005

Print Authorized Name Accepting Terms and Conditions:	Authorized Signature Accepting Terms and Conditions:
---	--

Dedicated Wired Internet Routers Allowed Connection speeds of 3Mbps and up Required for: - Web Casting - HD Streaming - Routers(wired or wireless) Includes 5 Static Public IP Addresses	Premium Wired Internet No wired or wireless routers Shared Connection speeds up to 10Mbps Recommended for: - Wired Cyber Cafe - Social Media Feeds - Multi Media Downloads Includes 1 Static Private IP Address	Basic Wired Internet No wired or wireless routers Shared Connection speeds up to 1.54Mbps Recommended for: - Email - Surfing the Internet Supports 1 device only
---	--	--

Important! All online orders will receive a 5% discount.

ORDER ONLINE: orders.smartcitynetworks.com/Order/Ordering.aspx

Incentive rate applies to orders received with payment 21 days prior to 1st day of show move-in

1. Shared Internet Services – Routers Prohibited	QTY	Incentive	Base	On-Site	Total
a. Premium Internet Service		\$1,095	\$1,395	\$1,674	
b. Additional Devices for Premium Service		\$150	\$185	\$222	
c. Upgrade to Public IP Address for Premium Internet Service		\$199	\$299	\$358	
d. Basic Internet Service		\$695	\$895	\$1,074	
2. Dedicated Internet Services – Routers Supported					
a. Dedicated 3Mbps		\$3,495	\$4,370	\$5,244	
b. Dedicated 6Mbps		\$5,900	\$7,375	\$8,850	
c. Dedicated 10Mbps		\$7,850	\$9,810	\$11,772	
d. Upgrade to 29 Public Static IP Addresses		\$995	\$1,194	\$1,433	
Higher Bandwidth Services Available – Please call (888) 446-6911 for quote.					
3. Internet Equipment & Labor					
a. Switch Rental – up to 24 ports		\$185	\$225	\$270	
b. Patch Cable (up to 50') – Cat5e		\$50	\$62	\$74	
c. Labor / Floor Work – Fee Per Hour		\$125	\$125	\$125	
4. Voice Services: PBX Service – Domestic LD Included					
a. Single Line – ☐ Instrument, ☐ Non Dial 9, ☐ Int'l LD		\$275	\$345	\$414	
b. Multi-line Phone w/ 1 main number & 1 rollover line		\$415	\$520	\$624	
c. Speaker Phone Line w/ Polycom Instrument		\$465	\$575	\$690	
5. Standard Cable TV Service					
a. Digital Cable TV (a \$150 refundable deposit is required for each service)		\$320	\$400	\$480	
6. Special Quote – Attachment A or Statement of Work (if applicable)					
7. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue x (number of lines)					
For extension of 3 rd party data circuits, please call for quote.					
Send Completed Orders with Payment and Floor Plan To: SMART CITY NETWORKS 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118 (888) 446-6911 FAX (702) 943-6001 csr@smartcity.com					
			SUBTOTAL		
			ESTIMATED 10% TAX / FEES		
			GRAND TOTAL		

Effective January 1, 2015 – December 31, 2015

Customer No: **2015 - 005 - 626 -**

Network Security Declaration

Center: Los Angeles CC (005) - CA

Show: 2015 BOMA International Conference & Expo

Company Name: _____

Booth / Room #: _____

Customer / Ref #: 2015 - 005 - 626 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

***** Please inform all show site personnel about the importance of Smart City's Network Security compliance issues *****

***** Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements *****

Device(s) Operating System: _____ Total # of Devices Connecting to Smart City's Network: _____

Type of Anti-Virus Software Installed: ☐ Norton ☐ McAfee ☐ Other: _____

Virus Scan Last Updated - Date: ____/____/____ Security Updates Last Performed - Date: ____/____/____

Are You Renting Computers? ☐ Yes ☐ No Rental Company Name: _____

Rental Company Contact: _____ Contact Number: _____

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature _____

Date _____

Printed Name _____

Title _____

Floor Plan – Communications Cable

Center: Los Angeles CC (005) - CA

Company Name: _____

Show: 2015 BOMA International Conference & Expo

Booth / Room #: _____

Customer / Ref #: 2015 - 005 - 626 -

Voice and Data communications cabling. Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

		Adjacent Booth or Aisle# _____											
Adjacent Booth or Aisle#													Adjacent Booth or Aisle#
		Adjacent Booth or Aisle# _____											

X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "**MDL**" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "**MDL**" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "**MDL**". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

T = Location of Telephones, Fax lines or other telecommunications equipment "**T**".

I / H / PC / C = Location of primary Internet Service "**I**", Hubs "**H**" and / or Switches "**S**", Patch Cables "**PC**" and / or Computers "**C**". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs / switches, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) _____. **Scale** = 1 Box is equal to _____ ft.

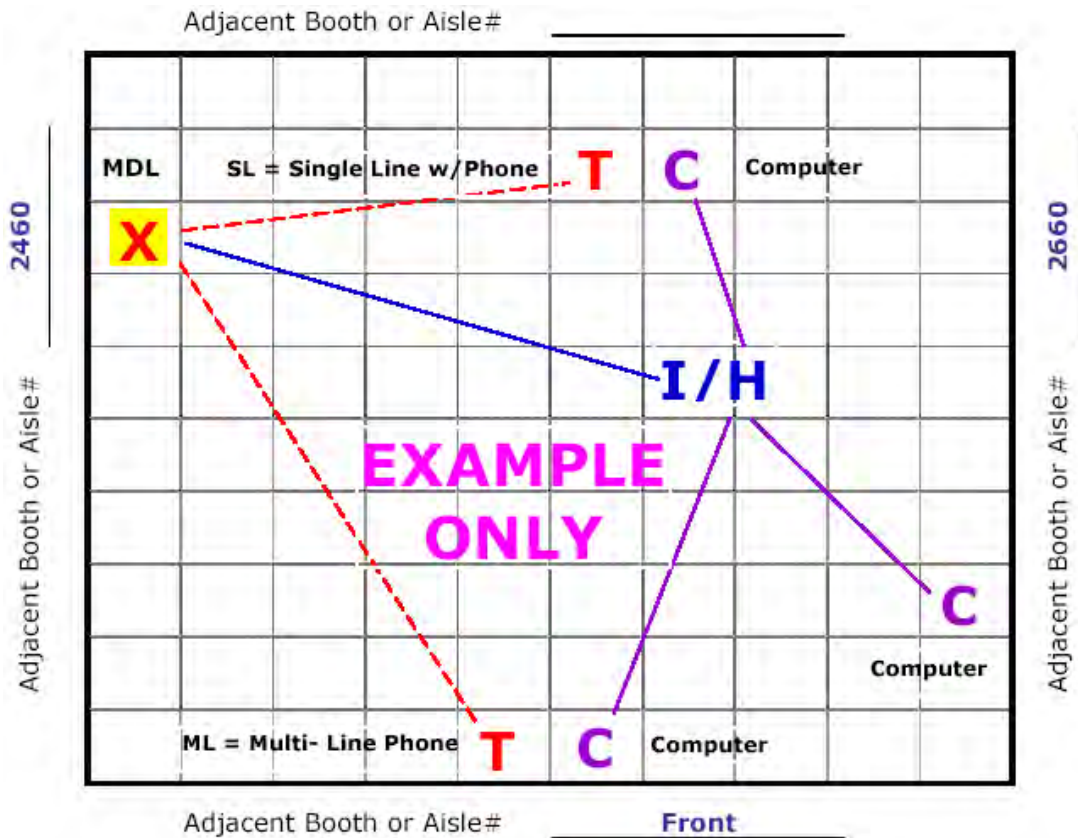
Floor Plan – Communications Cable

Center: Los Angeles CC (005) - CA
 Show: ABC EXAMPLE SHOW

Company Name: ABC EXAMPLE COMPANY
 Booth / Room #: 1 2 3 4
 Customer / Ref #: 2015 - 005 - XXX - XXXX

Voice and Data communications cabling. Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).



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T = Location of Telephones, Fax lines or other telecommunications equipment "T".

I / H / PC / C = Location of primary Internet Service "I", Hubs "H", Patch Cables "PC" and / or Computers "C". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) 20 x 20 . **Scale** = 1 Box is equal to 2 ft.



EXHIBITOR INTERNET "WiFi" INSTRUCTIONS

\$49.95 per day/per device

**Exhibitor Internet WiFi (512/1.5Mbps) service
is available in all Meeting Rooms and Exhibit Halls***

(*West Hall A & B, Concourse E & F, Petree C & D, South Hall G,H,J & K and Kentia Hall)

**EXHIBITOR INTERNET WIFI SERVICE HAS BEEN UPGRADED
►► TO BROADCAST 5 GHZ ONLY INSIDE ALL EXHIBIT HALLS ◀◀**

Therefore, IF your WiFi device is unable to locate the "Exhibitor Internet" wireless network it is NOT 5 GHz compatible

Exhibitor Internet WiFi service is a basic internet browsing service and will support basic internet surfing, access to web based email services such as Yahoo, hotmail etc and most VPN's.

1. With a WiFi enabled device locate and connect to the wireless network named "Exhibitor Internet"
2. Once connected to the "Exhibitor Internet" network, simply open your internet browser (eg. Internet Explorer, Mozilla etc.) and you will automatically be redirected to the "Exhibitor Internet" home page, regardless of what your homepage is set to.*
3. Scroll down to "Need Connectivity" and click the "BUY NOW" button (if you're a returning user see #8)
4. **STEP 1** on page 2 will display the purchasing instructions. Here you will enter your name, email address, zip code and the number of days you wish to purchase and password confirmation. Your email address will now become your login. Click *next* and you will be directed to Step 2
5. **STEP 2** is a secure website to complete your payment and billing information and "Submit"
6. Upon verification of your login information, you will be redirected to the Exhibitor Internet homepage and will see "**You are now Connected**" and can begin surfing the internet.
7. To log off, go to the address bar and type in hotspot.smartcity.com/logout
8. If you're logging back onto the WiFi – scroll down to the **Login (Email)** field and enter email address used to purchase the WiFi service and in the **Password** field enter password used to purchase the WiFi service.

Important → If the WiFi device (i.e. ipad, laptop etc.) is idle for more than 15 minutes, the WiFi service will time out and you will be required to log in again with the email address and password used to create your WiFi account (see #8)

For more information/help click on the "Learn" tab in the upper right side of the splash screen, you do not need purchase the service to access this information

Technical support for this service is for connectivity only and does not include equipment driven issues.

****NOTE:** Connectivity is not guaranteed for use on all wireless devices and/or if firewalls and filters are programmed to prevent inbound access.





Your CCR Contact is:

Janine Carter
416-675-2480 ext. 249
E-Mail: janinec@ccrsolutions.com
100A Belfield Rd. Toronto, ON M9W 1G1

**Please return by EMAIL or FAX*

Audio Visual Order Form

Company: _____
Address: _____
City / Prov-State: _____
Country / Zip-PC: _____
Ordered By: _____
E-Mail: _____
Phone: _____

Booth Number: _____
On-Site Contact: _____
On-Site Mobile: _____
Delivery Date: _____
Delivery Time: _____

**CCR will pickup equipment at conclusion of the trade show*

***The advance rate applies on all orders received on or before June 15, 2015. Please call Janine to inquire about rates beyond the designated date.**

Rates published are for the entire length of the event.

Monitor / Computer / Stand Packages				Qty.	*Advance Rate	*Reg Rate	Total	
32" HD LED with Windows 7 Laptop & Office 2010 dual post stand, & shelf					\$495.00	\$618.75		
42" HD LED with Windows 7 Laptop & Office 2010 dual post stand, & shelf					\$695.00	\$868.75		
Computers & Accessories				Qty.	*Advance Rate	*Reg Rate	Total	
Laptop: Win 7 / Off 2010 / 15.4" Display, Wifi, Opt Drive , Mouse & Cable Lock					\$195.00	\$243.75		
Computer Speakers					\$20.00	\$25.00		
Wireless Presenter with Laser Pointer					\$25.00	\$31.25		
Keyboard/Mouse Set					\$25.00	\$31.25		
iPad					\$150.00	\$187.50		
Macbook					\$245.00	\$306.25		
Computer Flat Panel Displays				Qty.	*Advance Rate	*Reg Rate	Total	
22" LED Resolution: 1920 X 1080 Select: TABLE STAND or WALL MOUNT					\$75.00	\$93.75		
24" LED Resolution: 1920 X 1080 Select: TABLE STAND or WALL MOUNT					\$120.00	\$150.00		
27" LED Resolution: 1920 X 1080 Select: TABLE STAND or WALL MOUNT					\$140.00	\$175.00		
Video Equipment & Flat Panel Display				Qty.	*Advance Rate	*Reg Rate	Total	
DVD Player (with repeat - plays NTSC only)					\$50.00	\$62.50		
Code/Region Free DVD Player (with repeat - plays PAL/SECAM/NTSC)					\$95.00	\$118.75		
Blu-ray Player (with repeat)					\$125.00	\$156.25		
HD USB Media Player with Image and Media Playback					\$175.00	\$218.75		
Computer/Video Flat Panel Displays				Qty.	*Advance Rate	*Reg Rate	Total	
32" HD LED Resolution: 1920 X 1080 Select: TABLE STAND or WALL MOUNT					\$295.00	\$368.75		
42" HD LED Resolution: 1920 X 1080 Select: TABLE STAND or WALL MOUNT					\$445.00	\$556.25		
52" HD LED Resolution: 1920 X 1080 Select: TABLE STAND or WALL MOUNT					\$545.00	\$681.25		
60" HD LED Resolution: 1920 X 1080 Select: TABLE STAND or WALL MOUNT					\$995.00	\$1,243.75		
70" HD LED Resolution: 1920 X 1080 Select: TABLE STAND or WALL MOUNT					\$1,495.00	\$1,868.75		
80" HD LED Resolution: 1920 X 1080 Select: TABLE STAND or WALL MOUNT					\$1,605.00	\$2,006.25		
Dual Post Floor Stand for TV					\$95.00	\$118.75		



Multi-Touchscreens	Qty.	*Advance Rate	*Reg Rate	Total
42" HD LCD MULTI-TOUCH SCREEN Select: TABLE STAND or WALL MOUNT		\$795.00	\$993.75	
Booth Sound Equipment	Qty.	*Advance Rate	*Reg Rate	Total
Small Exhibit Booth Sound System Includes: 2 Speaker / Floor Stands / Mixer / 1 Wired Handheld Microphone		\$295.00	\$368.75	
Large Exhibit Booth Sound System Includes: 4 Speakers / Floor Stands / Mixer / 1 Wireless Microphone		\$395.00	\$493.75	
Wireless UHF Headset Mic		\$175.00	\$218.75	



Totals:

1) EQUIPMENT TOTAL:	
2) DELIVERY/EQUIPMENT SET-UP/DISMANTLE & PICK-UP - 20% of line 1, or \$175.00, whichever is greater:	
3) SUB TOTAL:	
GRAND TOTAL:	

Method of Payment:

Company:

Billing Address:

City / Prov.-State:

Type of Card:

Visa

Amex

M/C

Number on Card:

Security Code:

Expiration Date:

Signature:

Date:



"CCR Solutions is here to help you with all of your audio visual needs and can offer the very latest in technology from charging kiosks to scenic elements. If you do not see what you're looking for please do not hesitate to contact your representative at the top of the form."

PLEASE EMAIL OR FAX

TERMS & CONDITIONS

(PLEASE CONTACT YOUR REP FOR MORE DETAILS)

Rental prices listed above are for the whole show period, based on delivery the day prior to the show. The customer is liable for loss or damage to the equipment during the show until CCR employees arrive to remove it at the end of the show. Orders received prior to the Order Deadline indicated above will be processed at the early bird discounted prices shown on this form. Orders received after the order deadline will be at CCR's regular published rates.

Cancellations

- 1) Cancellations of equipment and services must be received 2 weeks prior to the start of the show
- 2) If equipment and services have already been provided at the time of the receipt of the cancellation notice, the full original charges will apply

Rental Agreement

It is understood and agreed that the customer accepts all responsibility for the safe return all equipment listed this page form. Customer agrees to be billed for any damages or loss of the equipment other than caused by normal operation.



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Commercial Real Estate—Inside & Out



OFFICIAL CONTRACTOR

TOTAL PLANTS AND FLOWERS _____
 ADD 9.00% SALES TAX _____
 TOTAL INCLUDING SALES TAX

**ALL ORDERS MUST BE PAID
IN FULL PRIOR TO THE
OPENING OF THE SHOW**

Card Number | | | | | | | | | | | | CVV# | | |

CompuSystems

Lead Management

2015 Every Building Conference & Expo is right around the corner!

- How will you remember who stopped by your booth?
- How will you know how to contact them after the show?
- How will you know what they wanted?

Scanners

Not that technologically advanced? Don't worry CompuSystems, the show's official lead retrieval provider, has badge scanning products that fit every type of exhibitor no matter how tech savvy you are.

- Whether you're looking to just scan a badge with a mobile unit or looking for a more robust unit like CompuLEAD Smart to capture lead data anywhere your smartphone is, these units make it easy to capture and qualify leads.
- Don't waste time asking leads for all of their contact info, just scan a badge with your scanner and get all their information instantly downloaded to your device. Our scanners help keep the conversation focused on your products and making a sale.

Qualifiers

Each lead you scan is qualified with follow up action codes and is automatically added to myLeads, our premier post show follow-up service. Enjoy the following features, plus much more, all for FREE by renting one of our badge scanners.

- Download your lead list to eliminate hand-keying leads into your database
- Send follow-up emails to your lead list
- Generate reports to measure ROI

If you have any questions, one of our knowledgeable exhibitor services representatives is standing by to help you place your order.

Have a Great Show!
CompuSystems



ORDER ONLINE
www.compusystems.com/order

For assistance (inside the U.S.)
call toll-free: 866.600.LEAD (5323)

For assistance (outside the U.S.)
call: +1 708.786.5565

CompuLEAD Products

CompuLEAD Smart

A powerful and easy way to capture sales leads both on and off the show floor – using your own Smartphone! Download the app from your app store after ordering, and activate via a unique activation code. App works with all iPhone and iPad devices with iOS 6.0 and above, and Android with OS Froyo 2.2 and above.

- Scan the barcode on the attendee's badge or enter the number found on the badge to capture their contact information
- Complete with 10 standard qualifiers and 4 standard survey questions or create your own custom qualifiers or survey questions
- Edit lead contact information and add notes
- Instant online access to sales leads (data plan or Wi-Fi required)



CompuLEAD Mobile Plus

A handheld device with robust surveying and qualifying capabilities. Has a large touch screen and easy note-taking functionality.

- Instant online access to sales leads
- Complete with 10 standard qualifiers and 4 standard survey questions
- Create custom lead qualifiers or survey questions
- Optional wireless printer (addl. charges will apply)



myLeads Follow Up Services

Included FREE with all CompuLEAD rentals

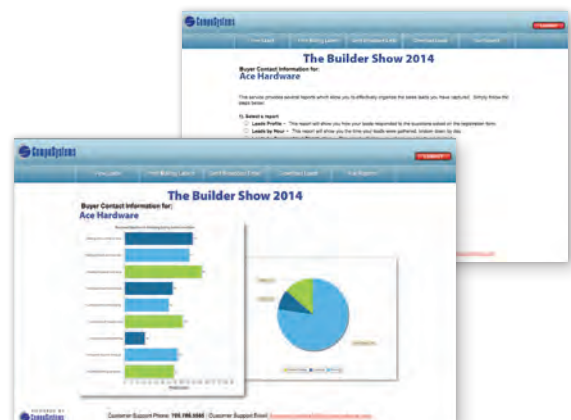
CompuSystems offers premier post show follow up services for exhibitors *and* attendees. Within 24 hours of the show closing, both exhibitors and attendees will receive a personal myLeads email inviting them to view their contacts and take advantage of a powerful suite of post show follow up services.

Exhibitors can:

- Download their lead file (*if electronic lead file has been purchased*)
- View and print their leads
- Send broadcast emails to their list of leads
- Print mailing labels from their list of leads
- Run pre-designed reports to help measure ROI

Attendees can:

- View and download company information for exhibitors they visited
- Send follow-up emails to exhibitor contacts



terms & conditions

By completing the Lead Retrieval Order Form, you agree to be held liable for the return of the CompuLEAD unit and its accessories. If the unit is not returned within 1 hour after the show floor closes, a \$100 late fee will be charged per day to the credit card on file until the unit is returned. If the unit is not returned or returned damaged, a \$1500 replacement fee will be charged. If the Wireless Printer is not returned a \$750 replacement fee will be charged. If the power cord for the Wireless Printer or Mobile Plus (Android Smartphone) is not returned a \$100 replacement fee will be charged. If the unit or accessories are subsequently returned to CompuSystems, the fees may be reduced by CompuSystems. You, not CompuSystems or Show Management, are responsible for the proper use and safekeeping of the equipment.

CompuLEAD

Lead Retrieval Order Form



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ORDER ONLINE: www.compusystems.com/order

EARLY BIRD DEADLINE: 05/06/15 ADVANCE DEADLINE: 05/22/15

best
value!

complete packages

Select a package for everything you need to capture, qualify and follow up with your leads.



Data-plan or Wi-Fi
plan required.



CompuLEAD Smart App Package - Unlimited ⁽¹¹⁶⁾

Activate the app on an unlimited number of devices. Includes instant online lead access and custom qualifiers/survey questions. Also includes 15 pieces of literature (15 PDFs, up to 5 MB each) and links to 5 videos, which can be distributed to your leads right from within the app via email.

EARLY BIRD	ADVANCE	STANDARD	QTY	TOTAL
\$810	\$845	\$895	___	\$_____

CompuLEAD Smart App Package - 3 Activation Codes ⁽¹¹⁵⁾

Activate the app on up to three devices. Includes instant online lead access and custom qualifiers/survey questions. Also includes 15 pieces of literature (15 PDFs, up to 5 MB each) and links to 5 videos, which can be distributed to your leads right from within the app via email.

\$570	\$610	\$655	___	\$_____
-------	-------	-------	-----	---------

CompuLEAD Mobile Plus Qualifier ⁽¹¹⁴⁾

Includes electronic leads, custom qualifiers, instant online lead access, wireless printer and delivery, setup and in-booth training. *Requires nightly charging.*

\$595	\$660	\$745	___	\$_____
-------	-------	-------	-----	---------

a la carte

CompuLEAD Smart App - Unlimited Activation Codes ⁽¹⁷⁸⁾

EARLY BIRD	ADVANCE	STANDARD	QTY	TOTAL
\$700	\$740	\$790	___	\$_____

CompuLEAD Smart App - 3 Activation Codes ^(173A)

\$450	\$490	\$540	___	\$_____
-------	-------	-------	-----	---------

CompuLEAD Mobile Plus ^(174A)

\$450	\$490	\$540	___	\$_____
-------	-------	-------	-----	---------

Wireless Printer ^(187A)

+\$80	+\$95	+\$115	___	\$_____
-------	-------	--------	-----	---------

Delivery, Setup and In-Booth Training ⁽⁰⁸⁾

+\$95	+\$110	+\$130	___	\$_____
-------	--------	--------	-----	---------

Using your own scanning equipment? Please note that the barcode is encrypted. Call 708.786.5565 for information and pricing on obtaining full lead information post-show.

payment

Contact Name/Title	Company Name	Booth # (Required)
Address		
City	State	Zip Code Country
Phone	Onsite Cell	Fax
E-mail	Alternate E-mail (to receive leads post-show)	

☐ Visa ☐ MC ☐ Amex

Credit card deposit **required** for all rentals.

By signing this order form, I declare that I have fully read, understand and agree to abide by the Terms and Conditions listed on the product description page.

Card Number	Expiration Date
Cardholder Name	Cardholder Signature

**ALL ORDERS SUBJECT TO A
\$100 CANCELLATION FEE**
NO REFUNDS AFTER 05/29/15
No refunds on CompuLEAD Smart

Subtotal \$_____

Processing Fee \$ 15.00

TOTAL \$_____

All applicable taxes will apply.



ORDER ONLINE

www.compusystems.com/order



FAX ORDERS TO:

+1 708.344.4444



MAIL ORDERS TO:

CompuSystems, Inc.
P.O. Box 6271
Broadview, IL 60155, USA



FOR ASSISTANCE CALL:

(INSIDE U.S.) toll free 866.600.LEAD
(OUTSIDE U.S.) +1 708.786.5565

Custom Lead Qualifier Template

All the CompuLEAD lead retrieval units come equipped with ten standard lead qualifiers. For an additional charge, you can choose to create and supply CompuSystems with qualifiers specific to your company using the template below. Simply select the Custom Lead Qualifiers option on the lead retrieval order form, and fax this template to CompuSystems along with your order. Your lead retrieval product(s) will then be programmed with the qualifiers you specified.

You may create up to 99 Custom Lead Qualifiers, up to 21 characters long (including blank spaces).

In addition to letters and numbers, the following characters may be used: dashes, greater than and less than symbols, and plus and minus signs.

-
01. _____
 02. _____
 03. _____
 04. _____
 05. _____
 06. _____
 07. _____
 08. _____
 09. _____
 10. _____
 11. _____
 12. _____
 13. _____
 14. _____
 15. _____
 16. _____
 17. _____
 18. _____
 19. _____
 20. _____

The following qualifiers come standard with every unit rented:

Standard Lead Qualifiers

- | | |
|-------------------|--------------------|
| 01 A-Lead | 06 E-mail Info |
| 02 B-Lead | 07 Mail Info |
| 03 C-Lead | 08 Have Rep Call |
| 04 Influencer | 09 Gave Literature |
| 05 Decision Maker | 10 Gave Demo |



Use this template to create your own custom codes, which will replace the standard qualifiers listed above. Please keep a copy for your records.

All qualifiers will be programmed into your lead retrieval unit prior to show start. You must customize your qualifiers **PRIOR** to activation.

If you need additional space beyond what this template allows, you may attach a separate sheet of paper to this form continuing the number sequence.

Fax with your order form to: +1 708.344.4444

Show Name _____

Company Name _____

Booth Number _____

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EXHIBITOR PHOTO ORDER FORM

Photography can be scheduled before or during trade show hours.

Please fill out the form below, and mail or email. We'll contact you at the show for details.

Exhibit Name _____ Booth Number _____

Send Photos to _____

Address _____

City & State _____ Zip Code _____

Phone _____ email address _____

On-site Contact _____ Ordered By _____

() Empty Booth () Booth with Staff () Booth with Attendees

Quantity _____ Description _____ Unit Price _____ Total _____

_____ 8x10 Original Print 1 View \$85.00 ea \$ _____

_____ 2-4 views 80.00 ea _____

_____ 5 or more 75.00 ea _____

_____ Extra Prints (Per View) 18.00 ea _____

_____ CD @ 300 dpi after purchase of original print 60.00 ea _____

Subtotal \$ _____

California deliveries add Sales Tax _____

Shipping 9.00

TOTAL \$ _____

Exhibits are photographed in color. Editorial/candid photography is available.

All orders are payable in advance. Please make check payable to:

Roberts Photography

P.O. Box 28205 San Diego, CA 92198

Send order to robertsphotography@cox.net or call 858 748-5516

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OFFICIAL CONTRACTOR

EXHIBITOR SECURITY ORDER FORM

Company Name _____ Booth Number _____

Address _____

City & State _____ Zip Code _____

Phone _____ Fax _____

On-site Contact _____ Ordered By _____

Rates

- ☐ Security officer services \$27.50 per hour with a 8 hour minimum and an executed temporary services agreement.
- ☐ Armed security officer services \$55.00 per hour with a 8 hour minimum and an executed temporary services agreement. We ask for no less than 10 business days' notice for this coverage at the Los Angeles Convention Center.

Date: _____ Start Time: _____ End Time: _____ Total Hours: _____

Date: _____ Start Time: _____ End Time: _____ Total Hours: _____

Date: _____ Start Time: _____ End Time: _____ Total Hours: _____

Date: _____ Start Time: _____ End Time: _____ Total Hours: _____

Date: _____ Start Time: _____ End Time: _____ Total Hours: _____

Total number of hours needed: _____

Please complete and fax or email this form to:

AlliedBarton Security Services

Contact: Corey English

Phone: 213-500-2715

Email: Corey.English@AlliedBarton.com